

## **JESAP Committee**

### **Agenda**

Thursday, October 13, 2011

3:00 – 4:30 PM

Quorum Court Room, Third Floor Administration Building

1. Salary Study (I will be recommending a two-year phase-in of salary adjustments identified in the salary study)
2. Salary Ranges
3. Job Descriptions – No changes in grade or title
4. Job Descriptions – No change in grade but change in title
  - a. Department 63 – 9-1-1 Administration
    - i. Director of 9-1-1 Operations
  - b. Department 67 – Jail
    - i. Jail Sergeant Operations
  - c. Department 68 – CENCOM
    - i. Public Safety Dispatch Supervisor
    - ii. Public Safety Dispatcher II
    - iii. Public Safety Dispatcher I
5. Regrades
  - a. Department 1 – County Judge
    - i. Grants Administrator
  - b. Department 2 – County Clerk
    - i. Elections Coordinator
    - ii. Records Manager
  - c. Department 3 – Circuit Clerk
    - i. Records Manager
  - d. Department 5 – Sheriff
    - i. Major
    - ii. Captains
    - iii. Lieutenants
  - e. Department 7 – Assessor
    - i. Appraiser Level IV/Special Projects
    - ii. CAMA Coordinator/Special Projects
  - f. Department 20 – Juvenile Probation
    - i. Court Orders Clerk/Legal Secretary
  - g. Department 67 – Jail
    - i. Lieutenant
    - ii. Captain
6. New Positions
  - a. Department 44 – Road
    - i. Director of Road/Bridge Construction and Maintenance
    - ii. Manager of Road/Bridge Administration
7. Other Business

## **Job Descriptions Without Grade or Title Changes**

### **Dept 01, Fund 010 County Judge**

- Community Service Program Coordinator

### **Dept 07, Fund 070 Assessor**

- Administrative Assistant
- Appraisers Level 1-4
- Deputy Assessors I-III
- Appraiser Assistants

### **Dept 20, Fund 010 Juvenile Probation**

- Chief Juvenile Probation Officer
- Social Worker – Juvenile Probation
- Juvenile Probation Officer



## Benton County Job Description

**POSITION:** Jail Operations Sergeant

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**EXEMPT (Y/N):** N

**DEPARTMENT:** County Jail

**DATE PREPARED:** September, 2011

**SUPERVISOR:** Jail Lieutenant

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### Essential Job Functions:

#### Duties of Position:

- Supervision of all Jail Sergeants
- Coordinate and supervise all daily operational functions in the jail such as booking, intake, classification, housing, central control, jail security, work release, inmate activities, inmate work programs, answer inmate grievances and investigate incidents
- Supervise laundry, food services, medical services, and all public access areas.
- Responsible for operational uniformity between all shifts
- Coordinates all training with jail personnel. This includes both in house training and off site training.
- Compiles monthly and yearly training reports and provides them to the Jail Commander and Operations Commander for review.
- Conducts frequent training audits to insure the jail is in compliance with Jail Standards and Law enforcement standards.
- Issues and maintains inventory on all equipment issued to jail deputies.
- Actively participates in the hiring process. Sits in on interviews, and conducts background investigations on potential employees.
- Coordinate with the maintenance supervisor on scheduling the upkeep of the grounds, equipment, and building repairs needed
- Conduct weekly jail inspections with the Jail Commander and Lieutenant to include all safety, security and sanitation related issues
- Responsible for the review and final disposition of inmate disciplinary action taken.
- Sets up travel arrangements for out of area classes.

#### Other Skills and Abilities:

- Typing
- Computer knowledge
- Supervisory, organizational, multi-tasking, judgment and communication skills
- Ability to maintain proficiency with weapons
- Accounting knowledge

**Accountabilities**

- If this employee is responsible for handling cash funds, state the dollar amount here: Varies depending on the amount of money taken from the arrested
- State the dollar value of property, equipment, etc., this person is responsible for handling in a proper manner: \$550,000.00

**ADDITIONAL REQUIREMENT:**

Prior to position, employee must pass the physical, psychological and drug screen required by Arkansas Law Enforcement Standards

**Years experience necessary to start:** Three(3) years correctional experience or five(5) years law enforcement

**Years experience desired to start:** Five(5) years law enforcement with experience in corrections

**Education required to start:** High School Diploma or equivalent/ completion of Arkansas Jail Standards/ ACIC certification/ ALETA(Arkansas Law Enforcement Academy)/ Supervision Courses

**Education desired to start:** (ALETA) Arkansas Law Enforcement Academy/ Arkansas Jail Standards/ Supervision courses/ ALETA Instructor course

**Number of years of similar experience that can be substituted for education requirements:** Four(4)

**Approved by:** \_\_\_\_\_  
Elected Official's Signature

**Date:** \_\_\_\_\_

**JESAP Grade Assignment** \_\_\_\_\_

**Date:** \_\_\_\_\_

## Benton County Job Evaluation

### JOB TITLE: Jail Sergeant - Operations

1	Experience: Minimum time to become familiar with requirements of the job.	8	8	91
2	Initiative & Integrity: Measure of ability to proceed alone, make decisions within authority, and ability to comprehend assignment.	6	6	50
3	Education: Preliminary formalized training or self-development expressed in terms of equivalent formal education.	5	4	45
4	Mental Demand: Measure of degree of concentration and sensory alertness.	6	6	90
5	Analytical Ability/Problem Solving: Opportunity to apply analytical ability and self-starting thinking	5	6	70
6	Responsibility for Work of Others – Supervision: appraises responsibility for work and direction of others.	5	5	100
7	Responsibility for Funds, Equipment, Property, Etc: Personal responsibility and accountability for receipt storage, issue, or use.	5	5	40
8	Responsibility for Accuracy: Opportunity for and probable effect of errors.	6	6	70
9	Accountabilities: Freedom to act, monetary impact, and impact on end results.	9	9	110
10	Contacts with Public: Responsibility for effective handling of contacts.	5	5	80
11	Contacts with Employees: Responsibility for effective handling of others.	5	5	49
12	Machine Operations	3	3	23
13	Working Conditions	5	5	16
14	Physical Demands	4	4	19

Signed: \_\_\_\_\_

Date: \_\_\_\_\_



## Benton County Job Description

### Job Title: Public Safety Dispatch Supervisor

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**Exempt (Y/N):** N

**Date Prepared:** September, 2011

**Department:** CENTRAL COMMUNICATIONS

**Supervisor:** Dpty. Dir. of Emergency Communications

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#### **Summary:**

This position is under direct supervision of the Deputy Director of Emergency Communications. Principal duties include supervising, training and evaluating Public Safety Dispatchers, and performing public safety dispatcher duties as required. A significant degree of technical skill and independent judgment is required of incumbents to develop, maintain, and successfully perform in a community oriented, problem solving approach to emergencies. The Shift Supervisor presides over the shift in such a manner as to also insure the continuity of professionalism and aide to the public.

#### **Essential Duties and Responsibilities:** but not limited to:

1. Oversees their respective shift operations and personnel within emergency communications center.
2. Assist the Deputy Director with maintaining the schedule and operational coverage for the communications center.
3. Supervise, receive, classify, and prioritize all incoming calls to the dispatch center including 911 calls and business line calls received from citizens requesting service or information; evaluate response necessary as dictated by a given request for service, provide and relay information to and from the public.
4. Manage, question, calm and control callers, communicate with special needs callers, and communicate with callers from diverse demographic backgrounds; provide instructions to the caller to help guard their safety as well as others at the scene or provide other crisis management, prevention or negotiations as needed.
5. Following the required training and attendance at required classes, must be capable of providing "over the phone" emergency medical assistance (i.e. CPR, Choking etc.) based on "standardized" medical protocols.
6. Read maps and use Geographical Information Systems, printed maps, and other resources to pinpoint the exact location of the incidents reported, the callers, and responder's locations.

7. Operate and troubleshoot a computer aided dispatch system to create calls for service within response criteria guidelines.
8. Assign and dispatch appropriate emergency vehicles, equipment, and personnel in accordance with policies and procedures.
9. Maintain contact with all units on assignment as a safety precaution; maintain status and location of field units; monitor multiple radio frequencies; relay emergency and non-emergency information to public safety personnel in the field; log all pertinent information for record keeping and legal reports.
10. Responsible for continual coordination and/or relaying all radio traffic between Federal, State, and local agencies and responders, which include various radio frequencies, tower locations, and radio procedures. The individual will maintain constant radio contact with some agencies while monitoring numerous others: provide assistance as necessary.
11. Operate and troubleshoot computer terminals and teletype machines to retrieve information from local, state, and national computer networks regarding wanted persons, stolen property, vehicle registration, stolen vehicles, restraining orders, criminal histories, parolees, and other related information; enter, modify, and retrieve data such as stolen and recovered property, towed and stolen vehicles, missing and unidentified persons, driver license and vehicle registration information, and warrants on wanted persons; compose and transmit messages to other agencies and relay information to officers in the field.
12. Understand and be proficient in policies, standard operating procedures, tactical and call-out procedures for all agencies, severe weather notifications, disaster/evacuation situations, aircraft disaster, search and rescue, manhunt, and many other special situations.
13. Understand and be proficient in policies and procedures in regards to emergency notifications systems (ENS) maintained or initiated by Benton County. Based on policy and monitoring of emergency situations, send appropriate ENS alerts via BCAlert, radio systems or paging systems and/or activate proper warning sirens and unlock shelters within Benton County.
14. Monitor certain Benton County security cameras and alarm systems, making proper notifications and correct actions in the event of an emergency, based on policies and procedures.
15. Travel when required: Attend classes and conferences to gain certifications and knowledge of best operational practices.
16. Respond as requested and/or required to emergency situations in the field.
17. Other related duties as assigned.

### **Qualification Requirements:**

To perform this job successfully, an individual must be able to perform each essential duty To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Individuals must be flexible to work weekends, holidays, and all shifts. Individuals must submit to and pass a drug screen and have no disqualifying criminal history. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

## **Supervisory Responsibilities:**

Under the general guidance of the Deputy Director, the Public Safety Dispatch Supervisor exercises supervision over emergency communications center personnel directly. The incumbent also carries out supervisory responsibilities which include but not limited to:

- Addressing complaints and resolving problems.
- Conducting training and evaluations of employees.
- Monitor and conduct reviews based on the Quality Control Program
- Oversee the consistency and efficiency of the staff performance on their respective shift.

## **Education and/or Experience:**

A formal education equivalent to a high school diploma or GED is required.

Two [2] or more years of emergency communications or public service related experience preferred.

Knowledge of law enforcement, emergency management and response procedures, and the geography of Benton County preferred.

## **Working Relationships:**

The Public Safety Dispatch Supervisor will be in contact with the public, law enforcement, and emergency responders along with other Federal and state agencies.

**Other Skills and Abilities:** not limited to: *The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

### **Knowledge of:**

- Operations, services, and activities of a public safety communications and dispatch centers.
- Operational characteristics of modern public safety communications equipment including computer aided dispatch systems and multi-channel radio systems.
- Law enforcement and emergency service procedures for responding to and handling reported incidents and emergencies.
- Techniques of questioning for both emergency and non-emergency calls.
- Methods and techniques of receiving, prioritizing, and dispatching emergency and non-emergency calls for service.
- Functions of Benton County and Municipal public safety departments.
- Geographic features and locations within Benton County and surrounding areas.
- English usage, spelling, grammar, and punctuation.
- Modern office procedures, methods, and computer equipment.
- Pertinent federal, state, and local laws, codes, and regulations.
- Methods and techniques of telephone etiquette.
- Methods and techniques of conflict resolution.
- Principles and procedures of record keeping.



**Ability to:**

- Manage people with accuracy, settle differences, handle grievances, and counsel employees.
- Work under pressure, exercise good judgment, and make sound decisions in emergency situations.
- Respond to and resolve difficult and sensitive citizen inquiries and complaints.
- Effectively communicate and elicit information from upset and irate callers.
- Speak clearly and concisely in an understandable voice via radio and telephone and in person.
- Hear and distinguish radio voice traffic within normal levels and over background noise.
- Make independent decisions that affect the safety of public safety personnel, citizens, and property such as those involved in determining the urgency of requests received and the appropriate action to take.
- Dispatch public safety units, supplemental agencies and resources quickly and effectively.
- Perform multiple tasks simultaneously.
- Operate a variety of telecommunications receiving and transmitting equipment including radio transmitting communication equipment, teletype equipment, and computer equipment.
- Operate specialized public safety computer systems and applications.
- Read and interpret maps and other navigational resources and give directions.
- Type and enter data accurately at a speed necessary for successful job performance.
- Understand and follow oral and written instructions.
- Interpret, apply, and explain applicable federal, state and local policies, procedures, laws, codes and regulations including record retention and dissemination policies and procedures.
- Maintain composure, alertness and concentration while working for extended periods of time.
- Compile, maintain, process, and prepare a variety of records and reports.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

**Physical Demands:**

The physical demands described here are representative of those that must be met by an incumbent to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the incumbent is regularly required to sit, reach with hands and arms, use hands to handle or feel objects/controls and talk or hear. The incumbent is occasionally required to stand and walk, stoop, kneel, and to lift and or move up to 50 pounds. The incumbent will operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information. Specific vision abilities required by this position include close any distance vision and the ability to adjust focus and distinguish color.

**Work Environment:**

*The work environment characteristics described here are representative of those an incumbent encounters while performing the essential functions.*

Must be able to travel when required and hold a valid Arkansas Driver's License. Normal work is performed in an emergency communications center. Incumbents are required to work evening, night, weekend, and holiday shifts; incumbents may be called back or held over to maintain staffing levels. Emergency situations may require the employee to be exposed to nature's elements and potentially dangerous environments.

**Approved by** \_\_\_\_\_

**Date** \_\_\_\_\_

**JESAP Grade Assignment:** \_\_\_\_\_

**Date** \_\_\_\_\_

## Benton County

### Job Evaluation

#### JOB TITLE: Public Safety Dispatch Supervisor

Factor	Basis for Rating	Current Rating	Proposed Rating	Points
1	Experience: Minimum time to become familiar with requirements of the job.	6	5	43
2	Initiative & Integrity: Measure of ability to proceed alone, make decisions within authority, and ability to comprehend assignment.	5	5	36
3	Education: Preliminary formalized training or self-development expressed in terms of equivalent formal education.	4	3	32
4	Mental Demand: Measure of degree of concentration and sensory alertness.	4	4	49
5	Analytical Ability/Problem Solving: Opportunity to apply analytical ability and self-starting thinking	5	5	50
6	Responsibility for Work of Others – Supervision: appraises responsibility for work and direction of others.	2	2	33
7	Responsibility for Funds, Equipment, Property, Etc: Personal responsibility and accountability for receipt storage, issue, or use.	4	4	32
8	Responsibility for Accuracy: Opportunity for and probable effect of errors.	6	6	70
9	Accountabilities: Freedom to act, monetary impact, and impact on end results.	8	8	90
10	Contacts with Public: Responsibility for effective handling of contacts.	2	4	57
11	Contacts with Employees: Responsibility for effective handling of others.	4	4	38
12	Machine Operations	6	6	70
13	Working Conditions	1	1	2
14	Physical Demands	1	1	3
	<b>Points</b>	<b>605</b>		<b>605</b>
	<b>Benton county Salary Grade Level</b>	<b>9</b>		<b>9</b>

Signed: \_\_\_\_\_

Date:



## Benton County Job Description

### Job Title: Public Safety Dispatcher II

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**Exempt (Y/N):** N

**Date Prepared:** September, 2011

**Department:** CENTRAL COMMUNICATIONS

**Supervisor:** Public Safety Dispatch Supervisor

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#### Summary:

This is the full journey level class within the Public Safety Dispatcher series performing the full range of dispatcher duties. Positions at this level are distinguished from the Public Safety Dispatcher I level by independent performance of the range of duties, applying well developed program area knowledge, training new employees, and implementing new procedures. Positions at this level are fully aware of the operating procedures and policies of the communications floor. Work is normally reviewed only on completion and for overall results. Positions in this class series are flexibly staffed and are generally filled by advancement from the "I" level or when filled from the outside, require prior experience. Advancement to the "II" level is based on administration's judgment and/or certification or testing that validates the performance of the full range of job duties. Under the supervision of the Public Safety Dispatch Supervisor, (Public Safety Dispatcher II) performs a variety of duties involved in receiving, evaluating, prioritizing, and relaying calls for emergency and non-emergency public safety assistance; coordinates and dispatches emergency personnel; operates a variety of telecommunications equipment including radio, telephone, and computer aided dispatch systems; and performs a wide variety of specialized clerical duties involved in the preparation, maintenance, and release of materials related to public safety activities.

#### Essential Duties and Responsibilities: but not limited to:

1. Receive, classify, and prioritize all incoming calls to the dispatch center including 911 calls and business line calls received from citizens requesting service or information; evaluate response necessary as dictated by a given request for service, provide and relay information to and from the public.
2. Manage, question, calm and control callers, communicate with special needs callers, and communicate with callers from diverse demographic backgrounds; provide instructions to the caller to help guard their safety as well as others at the scene or provide other crisis management, prevention or negotiations as needed.
3. Following the required training and attendance at required classes, must be capable of providing "over the phone" emergency medical assistance (i.e. CPR, Choking etc.) based on "standardized" medical protocols.
4. Read maps and use Geographical Information Systems, printed maps, and other resources to pinpoint the exact location of the incidents reported, the callers, and responder's locations.

5. Operate a computer aided dispatch system to create calls for service within response criteria guidelines.
6. Assign and dispatch appropriate emergency vehicles, equipment, and personnel in accordance with policies and procedures
7. Transfer calls to other appropriate agencies in accordance with established procedures; obtain and dispatch other support services as necessary.
8. Maintain contact with all units on assignment as a safety precaution; maintain status and location of field units; monitor multiple radio frequencies; relay emergency and non-emergency information to public safety personnel in the field; log all pertinent information for record keeping and legal reports.
9. Responsible for continual coordination and/or relaying all radio traffic between Federal, State, and local agencies and responders, which include various radio frequencies, tower locations, and radio procedures. The individual will maintain constant radio contact with some agencies while monitoring numerous others: provide assistance as necessary.
10. Operate computer terminals and teletype machines to retrieve information from local, state, and national computer networks regarding wanted persons, stolen property, vehicle registration, stolen vehicles, restraining orders, criminal histories, parolees, and other related information; enter, modify, and retrieve data such as stolen and recovered property, towed and stolen vehicles, missing and unidentified persons, driver license and vehicle registration information, and warrants on wanted persons; compose and transmit messages to other agencies and relay information to officers in the field.
11. Understand and be proficient in policies, standard operating procedures, tactical and call-out procedures for all agencies, severe weather notifications, disaster/evacuation situations, aircraft disaster, search and rescue, manhunt, and many other special situations.
12. Understand and be proficient in policies and procedures in regards to emergency notifications systems (ENS) maintained or initiated by Benton County. Based on policy and monitoring of emergency situations, send appropriate ENS alerts via BCAlert, radio systems or paging systems and/or activate proper warning sirens and unlock shelters within Benton County.
13. Monitor certain Benton County security cameras and alarm systems, making proper notifications and correct actions in the event of an emergency, based on policies and procedures.
14. Provide other non-dispatch oriented services such as paging service for agencies after hours, addressing information request for the PA's Office, after hours message service for the Sheriff's Office, small city Police Departments, Juvenile Offices, Department of Human Services, Juvenile and Adult Probation Services, essentially after hours messaging service for all Benton County Departments.
15. Travel when required: Attend classes and conferences to gain certifications and knowledge of best operational practices.

16. Respond as requested and/or required to emergency situations in the field.
17. Maintain a clean work environment by conducting minor housekeeping duties such as wiping down workstations after each use, vacuuming, dusting, dishes, mopping, etc.
18. Other related duties as assigned.

**Qualification Requirements:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Individuals must be flexible to work weekends, holidays, and all shifts. Individuals must submit to and pass a drug screen and have no disqualifying criminal history. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Education and/or Experience:**

A formal education equivalent to a high school diploma or GED is required.

Two [2] or more years of emergency communications or public service related experience preferred.

Knowledge of law enforcement, emergency management and response procedures, and the geography of Benton County preferred.

**Working Relationships:**

Must remain professional and courteous with personnel from all inter-county agencies, extra-county agencies and the public. This refers to all phone, radio, computer, and face-to-face contact. The “Public Safety Dispatcher II” will remember that he/she is a public safety representative of Benton County at ALL times, even off-duty.

**Other Skills and Abilities:** not limited to: *The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

**Knowledge of:**

- Operations, services, and activities of a public safety communications and dispatch centers.
- Operational characteristics of modern public safety communications equipment including computer aided dispatch systems and multi-channel radio systems.
- Law enforcement and emergency service procedures for responding to and handling reported incidents and emergencies.
- Techniques of questioning for both emergency and non-emergency calls.
- Methods and techniques of receiving, prioritizing, and dispatching emergency and non-emergency calls for service.
- Functions of Benton County and Municipal public safety departments.
- Geographic features and locations within Benton County and surrounding areas.
- English usage, spelling, grammar, and punctuation.
- Modern office procedures, methods, and computer equipment.
- Pertinent federal, state, and local laws, codes, and regulations.
- Methods and techniques of telephone etiquette.
- Methods and techniques of conflict resolution.
- Principles and procedures of record keeping.

**Ability to:**

- Respond to and resolve difficult and sensitive citizen inquiries and complaints.
- Effectively communicate and elicit information from upset and irate callers.
- Speak clearly and concisely in an understandable voice via radio and telephone and in person.
- Hear and distinguish radio voice traffic within normal levels and over background noise.
- Make independent decisions that affect the safety of public safety personnel, citizens, and property such as those involved in determining the urgency of requests received and the appropriate action to take.
- Dispatch public safety units, supplemental agencies and resources quickly and effectively.
- Perform multiple tasks simultaneously.
- Operate a variety of telecommunications receiving and transmitting equipment including radio transmitting communication equipment, teletype equipment, and computer equipment.
- Operate specialized public safety computer systems and applications.
- Read and interpret maps and other navigational resources and give directions.
- Type and enter data accurately at a speed necessary for successful job performance.
- Work under pressure, exercise good judgment, and make sound decisions in emergency situations.
- Understand and follow oral and written instructions.
- Interpret, apply, and explain applicable federal, state and local policies, procedures, laws, codes and regulations including record retention and dissemination policies and procedures.
- Maintain composure, alertness and concentration while working for extended periods of time.
- Compile, maintain, process, and prepare a variety of records and reports.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

**Physical Demands:**

The physical demands described here are representative of those that must be met by an incumbent to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the incumbent is regularly required to sit, reach with hands and arms, use hands to handle or feel objects/controls and talk or hear. The incumbent is occasionally required to stand and walk, stoop, kneel, and to lift and or move up to 50 pounds. The incumbent will operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

Specific vision abilities required by this position include close any distance vision and the ability to adjust focus and distinguish color.

**Work Environment:**

*The work environment characteristics described here are representative of those an incumbent encounters while performing the essential functions.*

Must be able to travel when required and hold a valid Arkansas Driver's License. Normal work is performed in an emergency communications center. Incumbents are required to work evening, night, weekend, and holiday shifts; incumbents may be called back or held over to maintain staffing levels. Emergency situations may require the employee to be exposed to nature's elements and potentially dangerous environments.

Approved by \_\_\_\_\_

Date \_\_\_\_\_

JESAP Grade Assignment: \_\_\_\_\_

Date \_\_\_\_\_

## Benton County Job Evaluation

### JOB TITLE: Public Safety Dispatcher II

Factor	Basis for Rating	Current Rating	Proposed Rating	Points
1	Experience: Minimum time to become familiar with requirements of the job.	5	5	52
2	Initiative & Integrity: Measure of ability to proceed alone, make decisions within authority, and ability to comprehend assignment.	4	4	29
3	Education: Preliminary formalized training or self-development expressed in terms of equivalent formal education.	3	3	32
4	Mental Demand: Measure of degree of concentration and sensory alertness.	4	4	49
5	Analytical Ability/Problem Solving: Opportunity to apply analytical ability and self-starting thinking	4	4	34
6	Responsibility for Work of Others – Supervision: appraises responsibility for work and direction of others.	1	1	10
7	Responsibility for Funds, Equipment, Property, Etc: Personal responsibility and accountability for receipt storage, issue, or use.	3	3	24
8	Responsibility for Accuracy: Opportunity for and probable effect of errors.	6	6	70
9	Accountabilities: Freedom to act, monetary impact, and impact on end results.	6	6	51
10	Contacts with Public: Responsibility for effective handling of contacts.	6	6	105
11	Contacts with Employees: Responsibility for effective handling of others.	3	3	28
12	Machine Operations	6	6	70
13	Working Conditions	1	1	2
14	Physical Demands	1	1	3
	<b>Points</b>	<b>559</b>		<b>559</b>
	<b>Benton county Salary Grade Level</b>	<b>8</b>		<b>8</b>

Signed: \_\_\_\_\_

Date: \_\_\_\_\_





## Benton County Job Description

### Job Title: Public Safety Dispatcher I

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**Exempt (Y/N):** N  
COMMUNICATIONS

**Department:** CENTRAL

**Date Prepared:** September, 2011

**Supervisor:** Public Safety Dispatch Supervisor

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#### **Summary:**

This is the entry level class in the Public Safety Dispatcher series. This level is not expected to function with the same amount of work knowledge or skill level as positions allocated to the Public Safety Dispatcher II level. Public Safety Dispatcher I's exercise less independent discretion and judgment in matters related to work procedures and methods. Incumbents in this class are expected to learn the operations of the department under the direction of a Public Safety Dispatch Supervisor. Incumbents initially appointed to Public Safety Dispatcher I level may progress to Public Safety Dispatcher II after successfully completing training and achieving the qualification requirements established by the department for progression. Under the supervision of the Public Safety Dispatch Supervisor, (Public Safety Dispatcher I) performs a variety of duties involved in receiving, evaluating, prioritizing, and relaying calls for emergency and non-emergency public safety assistance; coordinates and dispatches emergency personnel; operates a variety of telecommunications equipment including radio, telephone, and computer aided dispatch systems; and performs a wide variety of specialized clerical duties involved in the preparation, maintenance, and release of materials related to public safety activities.

#### **Essential Duties and Responsibilities:** but not limited to:

1. Receive, classify, and prioritize all incoming calls to the dispatch center including 911 calls and business line calls received from citizens requesting service or information; evaluate response necessary as dictated by a given request for service, provide and relay information to and from the public.
2. Manage, question, calm and control callers, communicate with special needs callers, and communicate with callers from diverse demographic backgrounds; provide instructions to the caller to help guard their safety as well as others at the scene or provide other crisis management, prevention or negotiations as needed.
3. Following the required training and attendance at required classes, must be capable of providing "over the phone" emergency medical assistance (i.e. CPR, Choking etc.) based on "standardized" medical protocols.
4. Read maps and use Geographical Information Systems, printed maps, and other resources to pinpoint the exact location of the incidents reported, the callers, and responder's locations.
5. Operate a computer aided dispatch system to create calls for service within response criteria guidelines.
6. Assign and dispatch appropriate emergency vehicles, equipment, and personnel in accordance with policies and procedures

7. Transfer calls to other appropriate agencies in accordance with established procedures; obtain and dispatch other support services as necessary.
8. Maintain contact with all units on assignment as a safety precaution; maintain status and location of field units; monitor multiple radio frequencies; relay emergency and non-emergency information to public safety personnel in the field; log all pertinent information for record keeping and legal reports.
9. Responsible for continual coordination and/or relaying all radio traffic between Federal, State, and local agencies and responders, which include various radio frequencies, tower locations, and radio procedures. The individual will maintain constant radio contact with some agencies while monitoring numerous others: provide assistance as necessary.
10. Operate computer terminals and teletype machines to retrieve information from local, state, and national computer networks regarding wanted persons, stolen property, vehicle registration, stolen vehicles, restraining orders, criminal histories, parolees, and other related information; enter, modify, and retrieve data such as stolen and recovered property, towed and stolen vehicles, missing and unidentified persons, driver license and vehicle registration information, and warrants on wanted persons; compose and transmit messages to other agencies and relay information to officers in the field.
11. Understand and be proficient in policies, standard operating procedures, tactical and call-out procedures for all agencies, severe weather notifications, disaster/evacuation situations, aircraft disaster, search and rescue, manhunt, and many other special situations.
12. Understand and be proficient in policies and procedures in regards to emergency notifications systems (ENS) maintained or initiated by Benton County. Based on policy and monitoring of emergency situations, send appropriate ENS alerts via BCAlert, radio systems or paging systems and/or activate proper warning sirens and unlock shelters within Benton County.
13. Monitor certain Benton County security cameras and alarm systems, making proper notifications and correct actions in the event of an emergency, based on policies and procedures.
14. Provide other non-dispatch oriented services such as paging service for agencies after hours, addressing information request for the PA's Office, after hours message service for the Sheriff's Office, small city Police Departments, Juvenile Offices, Department of Human Services, Juvenile and Adult Probation Services, essentially after hours messaging service for all Benton County Departments.
15. Travel when required: Attend classes and conferences to gain certifications and knowledge of best operational practices.
16. Respond as requested and/or required to emergency situations in the field.
17. Maintain a clean work environment by conducting minor housekeeping duties such as wiping down workstations after each use, vacuuming, dusting, dishes, mopping, etc.
18. Other related duties as assigned.

## **Qualification Requirements:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Individuals must be flexible to work weekends, holidays, and all shifts. Individuals must submit to and pass a drug screen and have no disqualifying criminal history. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

## **Education and/or Experience:**

A formal education equivalent to a high school diploma or GED is required.

One [1] or more years of emergency communications or public service related experience preferred.

Knowledge of law enforcement, emergency management and response procedures, and the geography of Benton County preferred.

## **Working Relationships:**

Must remain professional and courteous with personnel from all inter-county agencies, extra-county agencies and the public. This refers to all phone, radio, computer, and face-to-face contact. The “*Public Safety Dispatcher I*” will remember that he/she is a public safety representative of Benton County at ALL times, even off-duty.

**Other Skills and Abilities:** not limited to: *The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

### **Knowledge of:**

- Operations, services, and activities of a public safety communications and dispatch centers.
- Operational characteristics of modern public safety communications equipment including computer aided dispatch systems and multi-channel radio systems.
- Law enforcement and emergency service procedures for responding to and handling reported incidents and emergencies.
- Techniques of questioning for both emergency and non-emergency calls.
- Methods and techniques of receiving, prioritizing, and dispatching emergency and non-emergency calls for service.
- Functions of Benton County and Municipal public safety departments.
- Geographic features and locations within Benton County and surrounding areas.
- English usage, spelling, grammar, and punctuation.
- Modern office procedures, methods, and computer equipment.
- Pertinent federal, state, and local laws, codes, and regulations.
- Methods and techniques of telephone etiquette.
- Methods and techniques of conflict resolution.
- Principles and procedures of record keeping.

**Ability to:**

- Respond to and resolve difficult and sensitive citizen inquiries and complaints.
- Effectively communicate and elicit information from upset and irate callers.
- Speak clearly and concisely in an understandable voice via radio and telephone and in person.
- Hear and distinguish radio voice traffic within normal levels and over background noise.
- Make independent decisions that affect the safety of public safety personnel, citizens, and property such as those involved in determining the urgency of requests received and the appropriate action to take.
- Dispatch public safety units, supplemental agencies and resources quickly and effectively.
- Perform multiple tasks simultaneously.
- Operate a variety of telecommunications receiving and transmitting equipment including radio transmitting communication equipment, teletype equipment, and computer equipment.
- Operate specialized public safety computer systems and applications.
- Read and interpret maps and other navigational resources and give directions.
- Type and enter data accurately at a speed necessary for successful job performance.
- Work under pressure, exercise good judgment, and make sound decisions in emergency situations.
- Understand and follow oral and written instructions.
- Interpret, apply, and explain applicable federal, state and local policies, procedures, laws, codes and regulations including record retention and dissemination policies and procedures.
- Maintain composure, alertness and concentration while working for extended periods of time.
- Compile, maintain, process, and prepare a variety of records and reports.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

**Physical Demands:**

The physical demands described here are representative of those that must be met by an incumbent to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the incumbent is regularly required to sit, reach with hands and arms, use hands to handle or feel objects/controls and talk or hear. The incumbent is occasionally required to stand and walk, stoop, kneel, and to lift and or move up to 50 pounds. The incumbent will operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information. Specific vision abilities required by this position include close any distance vision and the ability to adjust focus and distinguish color.

**Work Environment:**

*The work environment characteristics described here are representative of those an incumbent encounters while performing the essential functions.*

Must be able to travel when required and hold a valid Arkansas Driver's License. Normal work is performed in an emergency communications center. Incumbents are required to work evening, night, weekend, and holiday shifts; incumbents may be called back or held over to maintain staffing levels. Emergency situations may require the employee to be exposed to nature's elements and potentially dangerous environments.

**Approved by** \_\_\_\_\_

**Date** \_\_\_\_\_

**JESAP Grade Assignment:** \_\_\_\_\_

**Date** \_\_\_\_\_

## Benton County Job Evaluation

### JOB TITLE: Public Safety Dispatcher I

Factor	Basis for Rating	Current Rating	Proposed Rating	Points
1	Experience: Minimum time to become familiar with requirements of the job.	3	3	33
2	Initiative & Integrity: Measure of ability to proceed alone, make decisions within authority, and ability to comprehend assignment.	4	4	29
3	Education: Preliminary formalized training or self-development expressed in terms of equivalent formal education.	3	3	32
4	Mental Demand: Measure of degree of concentration and sensory alertness.	4	4	49
5	Analytical Ability/Problem Solving: Opportunity to apply analytical ability and self-starting thinking	5	5	50
6	Responsibility for Work of Others – Supervision: appraises responsibility for work and direction of others.	0	0	0
7	Responsibility for Funds, Equipment, Property, Etc: Personal responsibility and accountability for receipt storage, issue, or use.	2	2	16
8	Responsibility for Accuracy: Opportunity for and probable effect of errors.	4	4	44
9	Accountabilities: Freedom to act, monetary impact, and impact on end results.	6	6	51
10	Contacts with Public: Responsibility for effective handling of contacts.	7	7	130
11	Contacts with Employees: Responsibility for effective handling of others.	3	3	28
12	Machine Operations	5	5	54
13	Working Conditions	4	1	2
14	Physical Demands	3	1	3
	<b>Points</b>	<b>542</b>		<b>521</b>
	<b>Benton county Salary Grade Level</b>	<b>7</b>		<b>7</b>

Signed: \_\_\_\_\_

Date: \_\_\_\_\_



## BENTON COUNTY

### Job Description

#### JOB TITLE: Grants Administrator

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EXEMPT (Y/N): Yes

DATE PREPARED: August, 2011

DEPARTMENT: Office of the County Judge

SUPERVISOR: County Administrator

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#### SUMMARY:

The Grants Administrator assesses the funding and program needs of the County, identifies funding sources, writes proposals, and if requested, administers the awarded grants. The incumbent will establish strong working relationships with the various elected officials and department heads of Benton County and assist in obtaining the proper approvals through the Quorum Court. The Grants Administrator will be responsible for scheduling and compilation of records for the annual audit of Federal Grants, as well as assist in the audit of records by the Arkansas State Auditor.

#### ESSENTIAL DUTIES AND RESPONSIBILITIES: include the following:

1. Establish a strategic plan for assessing and prioritizing the grant funding needs of the County, to be updated annually with input from elected officials, County Administrators, and the County Comptroller.
2. Develop and administer a grant accounting and administrative procedure. This includes obtaining input and evaluation from the County Judge, County Attorney, the appropriate County Administrator, County Comptroller, and the Quorum Court.
3. Writes grant proposals that have the proper grammar, spelling, and a professional appearance.
4. Develop proposals that conform to the various grant guidelines and requirements.
5. Manage the funds and reporting functions of all existing grants for which he/she is the administrator.
6. Establish and maintain a current database of funding resources.
7. Act in the capacity of the official Benton County representative on grant applications, except those that are applied for by separate County offices.
8. Work directly with the Comptroller and Accounting Department in establishing the necessary funds and accounts associated with a grant. In addition, manage the financial recordkeeping in compliance with State, Federal, and the grantor's regulations and policies.
9. Provide guidance to elected officials who may want to develop their own proposals.
10. Monitor all grant applications to insure that they are aligned with the priorities and Mission of Benton County.
11. Conduct periodic site visits to insure that sites involved in County grants are aligned with the priorities and Mission of Benton County.

Essential Duties (continued)

12. Prepare reports and other means of communication to inform the necessary parties as to the progress of the grant and expenditures of grant funds.
13. Conduct the public hearings and community assessments when required under the Federal or State regulations.
14. Provide media releases and other public relations communications to build awareness of grant funds and the benefits to Benton County and its citizens.
15. Perform other related duties as assigned or required.

**QUALIFICATION REQUIREMENTS:**

To perform this job successfully, an individual must be able to satisfactorily perform each of the essential job duties. The requirements listed below are representative of the knowledge, skills, and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**SUPERVISORY RESPONSIBILITIES:**

**Directly supervises staff that may assist during peak workloads.** Also, the incumbent will be performing supervisory duties in the coordination of all grant proposal preparation and ongoing grant management. The grant administrator will provide leadership to various cross-functional teams in the development of priorities and grant administration.

**EDUCATION and/or EXPERIENCE:**

This position requires a minimum of a Bachelor's Degree in Public Administration, Business, or another related field. In addition, five years of successful grant writing and administration is required to perform the duties of this position. Knowledge of Federal, State, and private grant applications is essential in successfully performing the duties of grant administrator. **Membership in grant writing or grant administration professional associations**, professional certification and/or certificates of instruction in grant writing and administration is preferred.

**OTHER SKILLS and ABILITIES:**

The **incumbent** must possess **good oral and written communication skills**. Must possess good judgment, courtesy and tact. Must possess the ability to define problems, research issues, establish facts and draw complete and accurate conclusions from those areas. Must possess the ability to interpret a variety of County, State, and Federal laws in order to make decisions. Must be able to remain professional when confronted by hostile/unruly individuals.

Must have an extensive knowledge of office practices and procedures, office equipment and personal computers. Knowledge of Microsoft Office products is required. Strong organizational skills and the ability to maintain records are necessary to perform successfully in this position. Must be able to accurately generate both written and verbal reports as requested. Must be able to work with minimal supervision, self-discipline and self-motivation.

**PHYSICAL DEMANDS and WORKING ENVIRONMENT:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions. While performing the duties of this job, the employee usually works in a typical office setting and must often lift or move objects up to 25 pounds. The employee will regularly be required to sit, talk, listen, and use hands to type or handle objects. The incumbent will also be required to stand on a limited basis when presenting



## Benton County Job Evaluation

### JOB TITLE: Grants Administrator

Factor	Basis for Rating	Current Rating	Proposed Rating	Points
1	Experience: Minimum time to become familiar with requirements of the job.	8	8	91
2	Initiative & Integrity: Measure of ability to proceed alone, make decisions within authority, and ability to comprehend assignment.	7	7	65
3	Education: Preliminary formalized training or self-development expressed in terms of equivalent formal education.	5	5	57
4	Mental Demand: Measure of degree of concentration and sensory alertness.	6	6	90
5	Analytical Ability/Problem Solving: Opportunity to apply analytical ability and self-starting thinking	6	6	70
6	Responsibility for Work of Others – Supervision: appraises responsibility for work and direction of others.	0	2	33
7	Responsibility for Funds, Equipment, Property, Etc: Personal responsibility and accountability for receipt storage, issue, or use.	7	7	56
8	Responsibility for Accuracy: Opportunity for and probable effect of errors.	6	7	83
9	Accountabilities: Freedom to act, monetary impact, and impact on end results.	9	9	110
10	Contacts with Public: Responsibility for effective handling of contacts.	6	6	105
11	Contacts with Employees: Responsibility for effective handling of others.	5	5	49
12	Machine Operations	4	4	38
13	Working Conditions	1	1	2
14	Physical Demands	2	2	8
	<b>Points</b>	<b>811</b>		<b>857</b>
	<b>Benton county Salary Grade Level</b>	<b>13</b>		<b>14</b>

Signed: \_\_\_\_\_

Date: \_\_\_\_\_



## Benton County

### Job Description

### Job Title: Elections Coordinator

**Exempt (Y/N) :** Y

**Date Prepared:** September, 2011

**Department:** County Clerk

**Supervisor:** County Clerk – Administrative Asst

**Summary:** ~~Manages the day-to-day operation of the election commission. Assists in the~~ Coordinates and supervises ~~coordination of all~~ election activities. Completes filing and processing of election related documents required by law. ~~Updates, develops, and implements office procedures to comply with Federal and State laws and County Codes.~~ Maintains, reads election laws and regulations to assure current knowledge of all requirements and revisions. Contacts poll workers and polling places to notify them well in advance of any election dates they will be needed. Send forms to Election Sheriffs. To fill out and return listing the poll workers they will be using. The Elections Coordinator reports to the ~~Benton County Elections Commissioners~~ **Administrative Assistant to the County Clerk.**

**Essential Duties and Responsibilities:** include the following. Other duties may be assigned.

1. Develops and monitors compliance with the standard operations procedures for elections held within Benton County.
2. Responsible for developing, making recommendations to the **Administrative Assistant as to the supplies and equipment needs for each election.** ~~commissioners, and maintaining department budget. Also responsible for purchasing of election supplies and processing invoices.~~
3. Monitors all current and proposed election laws.
4. Assists in the recruitment of poll workers and poll sheriffs.
5. **When needed,** provides training for new poll workers and training updates for existing poll workers.
6. ~~Works with the entity requesting an election and/or their legal counsel, in obtaining instructions to~~ **Assists in** preparing ballot copy for proofing by the requesting entity and/or legal counsel and election commissioners, prior to printing the ballot.
7. **Assists the Administrative Assistant in the preparation of** ~~Coordinates with the vendor that prepares, prints and supplies election ballots and materials. Informs the vendor of the amounts of ballots, sample ballots and voting units required for an election and the dates they will need to be delivered; works with vendor on coding software.~~ Sees that all required legal notices and proclamations are published in a newspaper with county wide circulation, in accordance with Arkansas Election Laws.

8. Following an election, makes sure required filings are completed and filed with corresponding entity. ~~Make a complete accounting~~ Maintains records of the cost of the election and assists in the preparation bill the entity requesting the election.
9. ~~Works with Election Commissioners, to plan and implement precinct consolidations for elections; determine supply and equipment needs for polling places and supervise assembly and distribution of supplies; Organizes routes for distribution and collection of polling place supplies and equipment.~~
10. ~~Supervises~~ Conducts necessary the testing of County voting machines and makes recommendations for maintenance of all County voting machines.
11. Maintains positive working relations with State and local offices, the Benton County Elections Commission, and other entities that interface with the Benton County Clerk's Office.
12. Facilitates the distribution of voting machines and election packets to the various polling places.
13. During an election and the period preparing for the election, the election coordinator supervises full-time staff assistant and part-time office workers.
14. Other duties as assigned.

**Qualification Requirements:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Supervisory Responsibilities:** The Elections Coordinator supervises a staff assistant and multiple part-time officer workers during the elections process. In addition, the Elections Coordinator oversees various poll sheriffs and poll workers to make sure they have received proper training and communications to insure successful elections.

**Education and/or Experience:** Minimum requirement of a high school diploma or GED. A college degree in business or related field preferred. One to two years direct experience with County elections is strongly desired, preferably gained within Arkansas. Must be proficient in Microsoft Office software. Any additional computer knowledge is beneficial. Project management or general business management experience is preferred. Strong oral and verbal skills are essential.

**Working Relationships:** Must maintain professional and effective relationships with the Benton County Election Commissioners; Secretary of State's Office; ~~Benton County Clerk's Office~~; various local governments; area school districts; and public agencies. In addition, it is important that the Election Coordinator is capable of building effective communication channels with the election sheriffs and poll-workers.

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This position requires the lifting of 50 lbs. or more during polling place set-ups is necessary representing 10% of time. Lifting of 20 lbs or less occurs 15% of the time. The ability to operate a vehicle or small truck is required (this includes possessing a valid Arkansas Drivers License.)

Standing, crouching, will be necessary in working with the voting machines though most of the time will be spent sitting.

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions.

A majority of the time will be spent in a normal office setting. However, during elections exposure to inclement weather or outside conditions may be possible. Must be able to work long hours during elections.

**Approved by** \_\_\_\_\_

**Date** \_\_\_\_\_

**JESAP Grade Assignment:** \_\_\_\_\_

**Date** \_\_\_\_\_

## Benton County Job Evaluation

### JOB TITLE: Elections Coordinator

Factor	Basis for Rating	Current Rating	Proposed Rating	Points
1	Experience: Minimum time to become familiar with requirements of the job.	5	5	52
2	Initiative & Integrity: Measure of ability to proceed alone, make decisions within authority, and ability to comprehend assignment.	8	6	50
3	Education: Preliminary formalized training or self-development expressed in terms of equivalent formal education.	4	4	45
4	Mental Demand: Measure of degree of concentration and sensory alertness.	5	4	49
5	Analytical Ability/Problem Solving: Opportunity to apply analytical ability and self-starting thinking	8	6	70
6	Responsibility for Work of Others – Supervision: appraises responsibility for work and direction of others.	4	4	77
7	Responsibility for Funds, Equipment, Property, Etc: Personal responsibility and accountability for receipt storage, issue, or use.	6	5	40
8	Responsibility for Accuracy: Opportunity for and probable effect of errors.	6	6	70
9	Accountabilities: Freedom to act, monetary impact, and impact on end results.	10	8	90
10	Contacts with Public: Responsibility for effective handling of contacts.	5	5	80
11	Contacts with Employees: Responsibility for effective handling of others.	5	5	49
12	Machine Operations	6	6	70
13	Working Conditions	2	2	6
14	Physical Demands	2	2	8
	<b>Points</b>	<b>903</b>		<b>756</b>
	<b>Benton county Salary Grade Level</b>	<b>15</b>		<b>12</b>

Signed: \_\_\_\_\_

Date: \_\_\_\_\_



## BENTON COUNTY

### Job Description

**JOB TITLE:** ~~Archivist~~ **Deputy Clerk - Records Manager**

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**EXEMPT (Y/N):** ~~Yes~~ **No**

**DEPARTMENT:** County Clerk

**DATE PREPARED:** September, 2011

**SUPERVISOR:** County Clerk

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#### **SUMMARY:**

Under the general direction of the County Clerk, the incumbent is responsible for developing and maintaining a comprehensive archives and records management program for Benton County. Work involves considerable interaction with all county offices and departments, including the Circuit Clerk, County Clerk, Assessor, Collector, Treasurer, Sheriff, Prosecuting Attorney, and Public Defender. The Deputy Clerk - Records Manager assists county employees, attorneys, title searches, and the general public in the use of inactive, semi-active and active records. Similar to duties of a reference librarian, the Deputy Clerk - Records Manager must be familiar with the general scope, content, and arrangement of the groups of records deposited in the archives by the aforementioned offices. In an effort to reduce costly records storage space requirements in the courthouse and the other county facilities, the incumbent assists all county offices, ensures timely transfer of inactive records and/or coordinates the timely destruction of nonessential records.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

1. Develop and maintain a comprehensive archives and records management program for Benton County.
2. Implement State of Arkansas records retention schedules for county records and develop schedules for records not included in State of Arkansas schedules.
3. Keeps abreast of changes in records management statutes and improvements in record-keeping technologies.
4. Coordinate storage of records.
5. Coordinate copying of archival records onto microfilm and/or electronic based media.
6. Coordinate confidential destruction of records which can be destroyed.
7. Maintain inventory of all records stored in the archives.
8. Assist elected officials, county employees, attorneys, abstractors, and the general public to locate and use county records.

9. Resolve problems and deal with the public in a professional manner.
10. In coordination with the computer administrator, develop and maintain Benton County Archives home page on the internet and respond to email inquiries.
11. Serve as county's general information resources officer by providing persons with general information about the services provided by Benton County.
12. Ensure that all activities are professionally and ethically performed in accordance with the law to protect the individual rights of Washington County.
13. Other duties may be assigned.

**SUPERVISORY RESPONSIBILITIES:**

Directly supervises the Assistant to Archivist within the Department. Carries out supervisory responsibilities in accordance with the county's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance, rewarding and disciplining employees; addressing complaints and resolving problems. **This position directly supervises 1 employee.**

**QUALIFICATION REQUIREMENTS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Background and interest in history and genealogy, as well as microfilm and/or computer enhanced work of records management.

**EDUCATION and/or EXPERIENCE:**

~~Bachelor's degree in Public Administration or Library Science; 5-10 years experience working with public records is necessary.~~ **Applicant must have a high school diploma and college coursework in information management, record management or business administration. College coursework may be waived if the applicant possesses at least three years direct experience in records management**

**OTHER SKILLS and ABILITIES:**

The incumbent should have extensive knowledge of local government and public records; possess computer skills and be familiar with microfilming and electronic imaging processes and techniques; have strong written and verbal communication skills as well as research skills. Excellent organizational skills and ability to set priorities and establish and maintain effective working relationships with county personnel, state and federal agencies, and the general public. The incumbent should also possess computer skills, accurate typing skills, and have knowledge of general office machines such as calculator, copier, fax, printer etc.

**WORKING RELATIONSHIPS:**

Daily contact with the Elected Officials, public and abstractors.

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, walk and stand; use hands to finger, handle or feel objects/controls and talk or hear. The employee must occasionally sit, climb, balance, stoop, kneel, crouch and reach with hands and arms. The employee regularly climbs ladders and lifts or moves up to 50 pounds. Specific vision abilities required by this position include the ability to adjust focus, close vision, and distance vision.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate. The air quality is usually good; however mold spores and dust mites are present in many of the older records. Persons with severe allergies may need to take extra precautions while working with older documents.

Approved by: \_\_\_\_\_  
Elected Official's Signature

Date: \_\_\_\_\_

JESAP Grade Assignment \_\_\_\_\_

Date:



# JESAP Job Evaluation Form

COMPANY: Benton County, Arkansas

**JOB TITLE: Deputy Clerk – Records Manager**

FACTOR	BASIS FOR RATING	DEGREE		POINTS
1	Experience: Minimum time to become familiar with requirements of the job.	6		62
2	Initiative & Integrity: Measure of ability to proceed alone, make decisions within authority, and ability to comprehend assignment.	2A 3	5	36
		2B 4		
		2C 3		
3	Education: Preliminary formalized training or self-development expressed in terms of equivalent formal education.	4		45
4	Mental Demand: Measure of degree of concentration and sensory alertness.	4		49
5	Analytical Ability/Problem Solving: Opportunity to apply analytical ability and self-starting thinking	5		50
6	Responsibility for Work of Others – Supervision: appraises responsibility for work and direction of others.	0		0
7	Responsibility for Funds, Equipment, Property, Etc: Personal responsibility and accountability for receipt storage, issue, or use.	6		48
8	Responsibility for Accuracy: Opportunity for and probable effect of errors.	4		44
9	Accountabilities: Freedom to act, monetary impact, and impact on end results.	10 A 3	7	70
		10 B 1		
		10 C 2		
10	Contacts with Public: Responsibility for effective handling of contacts.	4		57
11	Contacts with Employees: Responsibility for effective handling of others.	4		38
12	Machine Operations	4		38
13	Working Conditions	2		6
14	Physical Demands	2		8
Point Total				551
GRADE				8

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

# BENTON COUNTY

## Job Description

### JOB TITLE: Deputy Clerk - Records Manager

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Exempt (Y/N): No

DEPARTMENT: Circuit Clerk

DATE PREPARED: October, 2011

SUPERVISOR: Circuit Clerk

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**SUMMARY:** Develop, implement and manage records management system for Circuit Clerk's Office. These tasks are performed with minimal supervision and oversight. The Manager seeks supervisor guidance only upon unusual circumstances.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** These tasks include:

1. The development of a records management system in compliance with record retention policies. This includes the physical and electronic storage, retrieval, and destruction of all Office information.
2. Coordinating the processing of records and electronic information from other agencies to appropriate case files.
3. Writing and annually reviewing a record retention policy which establishes the appropriate life cycle of Office documents in accordance with appropriate state law.
4. Perform annual retention schedule update.
5. Respond to inquiries about records, required retention and related issues.
6. Working with Information Systems to ensure appropriate data retention software is developed and implemented and that appropriate hardware is identified.
7. Initiate and administer annual destruction review for paper and electronic records.
8. Coordinate the electronic imaging of Office documents and perform archival imaging.
9. Prepare and operate multimedia courtroom presentations for trials.

**QUALIFICATION REQUIREMENTS:** Applicant must be proficient in Microsoft Office applications, imaging applications and records management software. Applicant must also be familiar with pc-based hardware.

**EDUCATION and/or EXPERIENCE:**

Applicant must have a high school diploma and college coursework in information management, record management or business administration. College coursework may be waived if the applicant possesses at least three years direct experience in records management

**SUPERVISION:**

This position directly supervises 1-3 people.

**WORKING RELATIONS:**

This position requires contact with other agencies and county departments.

**PHYSICAL DEMANDS:**

This position requires general office physical demands.

## Benton County Job Evaluation

### JOB TITLE: Deputy Clerk – Records Manager

Factor	Basis for Rating	Current Rating	Proposed Rating	Points
1	Experience: Minimum time to become familiar with requirements of the job.	4	6	62
2	Initiative & Integrity: Measure of ability to proceed alone, make decisions within authority, and ability to comprehend assignment.	4	5	36
3	Education: Preliminary formalized training or self-development expressed in terms of equivalent formal education.	3	4	45
4	Mental Demand: Measure of degree of concentration and sensory alertness.	3	4	49
5	Analytical Ability/Problem Solving: Opportunity to apply analytical ability and self-starting thinking	5	5	50
6	Responsibility for Work of Others – Supervision: appraises responsibility for work and direction of others.	0	0	0
7	Responsibility for Funds, Equipment, Property, Etc: Personal responsibility and accountability for receipt storage, issue, or use.	2	6	48
8	Responsibility for Accuracy: Opportunity for and probable effect of errors.	4	4	44
9	Accountabilities: Freedom to act, monetary impact, and impact on end results.	6	7	70
10	Contacts with Public: Responsibility for effective handling of contacts.	4	4	57
11	Contacts with Employees: Responsibility for effective handling of others.	4	4	38
12	Machine Operations	4	4	38
13	Working Conditions	1	2	6
14	Physical Demands	2	2	8
	<b>Points</b>	<b>436</b>		<b>551</b>
	<b>Benton county Salary Grade Level</b>	<b>7</b>		<b>8</b>

Signed: \_\_\_\_\_

Date: \_\_\_\_\_



## Benton County

Job Description

### Job Title: Commander, Major - Operations

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Exempt (Y/N) : Y

Date Prepared: May, 2000

Department: Sheriff's Office

Supervisor: Chief Deputy

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#### Summary:

The Commander, Major – Operations is responsible for all aspects of maintaining operations for all divisions of the Sheriff's Department. This includes staffing, training, and budgetary accountabilities. This position is also responsible for the coordination of training for law enforcement personnel. This training ensures the safety of the citizens of Benton County as well as the safety of the deputy and his/her fellow comrades. Operations Commander also ensures that policies and procedures are followed, assisting Captains with employee coaching and reprimands; for both departments 5 and 67.

The Sheriff's Office maintains 5 "divisions" of employees: 1) jail; 2) field/patrol/civil; 3) criminal investigation; 4) reserves/part-time deputies; and 5) clerical support staff. This position is involved in the hiring and training of these employees. Such training includes, but is not limited to, firearms training.

Miscalculated decisions of the Operations Commander could have a profound effect on the financial status of the county.

**Essential Duties and Responsibilities:** include the following. Other duties may be assigned.

1. Supervise all facets of the office, ensuring that procedures comply with federal and state laws.
2. Coordinate functions involving the Sheriff's Office. These functions range from public relations events to execution of search warrants.
3. Oversee maintenance of facility to include all buildings, vehicles, and grounds. The person in this position handpicks trustees from the jail to perform some of this maintenance. This position also maintains detailed maintenance records of all aircraft.
4. Provide input in the hiring and firing of all employees and assist in employee communications involving problem solving, coaching, and reprimands.
5. Supervises the Special Weapons and Tactical Team (SWAT) including on-site directions where the SWAT team is involved.

6. Assists the Sheriff in the preparation and monitoring of the budgets for Department 5 and 67.
7. Approves all purchase orders and has signature authority for refunds and checks to the courts, cities and individuals.
8. Coordinate law enforcement training.
9. Perform patrol duties as required.

**Qualification Requirements:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Other Skills and Abilities:**

This position must be able to prioritize and organize work in order to meet numerous deadlines. Must have the ability to mediate potentially difficult situations as they occur. Must have excellent communication skills when dealing with the general public, employers, attorneys and other agencies. The Operations Commander must be an expert in all law enforcement weapons. Must have the ability to make independent decisions; ability to analyze facts, statements and evidence; as well as the ability to establish a good rapport with individuals often under difficult circumstances.

**Supervisory Responsibilities:**

This position supervises all Captains, Sergeants, Jailers, reserve deputies, and field deputies. Carries out supervisory responsibilities in accordance with the county's policies and applicable laws. Responsibilities include hiring process input; training;

planning, assigning, and directing work; rewarding and disciplining employees; addressing complaints and resolving problems.

The Operations Commander develops the firearms qualification course and scoring techniques. This is vital to the safety and well being of citizens and law enforcement of Benton County.

This position also establishes and supervises the Special Operations Group (S.O.G.). The S.O.G. team is a special task force used to execute search warrants on individuals and has been used in the arrest and seizure of methamphetamine labs.

**Education and/or Experience:**

High school diploma or GED plus two (2) years college. This position requires several years in law enforcement and law enforcement administration. Must have the ability to understand, apply, and interpret existing and new laws. **Requires ten to fifteen years of experience with a majority of those years spent within the Benton**

**Working Relationships:**

Must be able to develop and maintain effective working relationships with other divisions within the Sheriff's Office, as well as with external government agencies. In addition, strong relationship with the general public is necessary,

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The working environment for this position is mainly indoors; however, there are occasions when it is required to deal with outside weather elements.

Because the Operations Commander is the direct overseer of the Special Operations Group, it is viable that the person be able to taste or smell toxins and/or chemicals. The necessity to endure these toxic or caustic chemicals is also possible.

While performing the duties of this job, the employee is regularly required to sit; reach with hands and arms, use hands to handle or feel objects/controls and talk or hear. The employee is regularly required to walk, stoop, kneel and/or crouch, as well as climb or balance.

Specific vision abilities required by this position include close and distance vision, peripheral vision, the ability to identify and distinguish colors, depth perception, and the ability to adjust focus.

The employee will occasionally be required to lift and/or move 25 - 100 pounds

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions.

The noise level in the typical work environment is moderate. However, this position will experience the noise dispersed from aircraft on occasion. **During external operations, the major will be exposed to all weather conditions, potentially hazardous materials, and dangerous situations.**

Approved by \_\_\_\_\_

Date \_\_\_\_\_

JESAP Grade Assignment: \_\_\_\_\_

Date \_\_\_\_\_

## Benton County Job Evaluation

**JOB TITLE: Major**

<b>Factor</b>	<b>Basis for Rating</b>	<b>Current Rating</b>	<b>Proposed Rating</b>	<b>Points</b>
1	Experience: Minimum time to become familiar with requirements of the job.	11	13	186
2	Initiative & Integrity: Measure of ability to proceed alone, make decisions within authority, and ability to comprehend assignment.	7	8	80
3	Education: Preliminary formalized training or self-development expressed in terms of equivalent formal education.	5	5	57
4	Mental Demand: Measure of degree of concentration and sensory alertness.	6	6	90
5	Analytical Ability/Problem Solving: Opportunity to apply analytical ability and self-starting thinking	7	8	110
6	Responsibility for Work of Others – Supervision: appraises responsibility for work and direction of others.	8	8	177
7	Responsibility for Funds, Equipment, Property, Etc: Personal responsibility and accountability for receipt storage, issue, or use.	7	9	72
8	Responsibility for Accuracy: Opportunity for and probable effect of errors.	6	7	83
9	Accountabilities: Freedom to act, monetary impact, and impact on end results.	11	11	150
10	Contacts with Public: Responsibility for effective handling of contacts.	6	6	105
11	Contacts with Employees: Responsibility for effective handling of others.	5	6	60
12	Machine Operations	4	5	54
13	Working Conditions	5	5	16
14	Physical Demands	2	3	13
	<b>Points</b>	<b>1119</b>		<b>1253</b>
	<b>Benton county Salary Grade Level</b>	<b>19</b>		<b>22</b>

**Signed:** \_\_\_\_\_

**Date:**



## Benton County

Job Description

### Job Title: Patrol Captain

**Exempt (Y/N) :**

**Date Prepared: September 9, 2011**

**Department: Sheriff's Office**

**Supervisor: Operations Commander**

#### Summary:

Serves as Commander of one of the major divisions of the Sheriff's Office including Patrol, Administration, Investigations, and Detention; serves as a member of the management team in formulating office policy as well as planning, organizing, and directing the Sheriff's Office.

#### Essential Duties and Responsibilities:

The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent (s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.

1. Plans, organizes, directs and supports the operations and activities of one of the major divisions of the Sheriff's Office and rotates among the divisions at the discretion of the Sheriff.
2. Serves as principal assistant to the Major in division area regarding operations and administration of law enforcement activities.
3. Supervises and participates in the development and implementation of sheriff's office activities.
4. Establishes and communicates clear goals, and objectives for assigned division, which are consistent with overall department goals, and promotes team efforts.
5. Coordinates law enforcement services and activities with county departments as well as other local area law enforcement agencies, and fosters a cooperative working relationship.
6. Prepares and delivers informal and formal presentations to civic groups, law enforcement agencies, quorum court, and county leaders.
7. Directs personnel assignment of sworn deputies and civilian employees, evaluates division personnel and candidates promotional opportunities.
8. Handles division disciplinary matters including initiating and reviewing disciplinary investigations files of personnel and making recommendations; providing recommendations in disciplinary investigations to ensure accurate findings; and recommending and administering appropriate disciplinary action for employees including providing counseling and necessary training and development.



9. Serves as Sheriff in the absence of Sheriff and other command staff with full authority in managing the office.
10. Prepares and submits written reports as required.
11. Supervises and participates in the development and implementation of short and/or long range planning including reviewing and evaluating work products, methods, and procedures as well as conducting needs assessments and forecasting needed staff, equipment, material, and supplies.
12. Prepares and manages divisional operating budget.
13. Drives to crime scenes, investigation sites, deputies' substations, etc. as necessary and may provide direct command authority and oversight at major sheriff's office incidents.
14. Participates in news media interviews or other mass media methods to communicate various sheriffs' office business.
15. Assists in mediating employee disputes through informal and formal grievances processes and recommends counseling to subordinates when appropriate.
16. Conducts programs evaluation needs for division including monitoring programs to determine effectiveness, identifying system and/or organizational performance problems, recommending improvements, and developments new systems.
17. Utilizes basic computer skills to operate various equipment and software to carry out duties.
18. Provides leadership to division staff by ensuring task completion, interacting with members of the agency in a supportive capacity, and leading by example.
19. Testifies in court to represents the county or as a witness or complaining witness.
20. Supervises major and minor special agency projects as assigned.

**Qualification Requirements:** Any combination of education, training and experience providing the following knowledge, skills and abilities:

### **Knowledge**

Components and procedures of the criminal justice system; principals of effective interpersonal communication as well as modern leadership, motivation and management techniques; applicable local, state and federal laws; basic principles and procedures involved in law enforcement operations, investigation, and administration.

### **Abilities**

Effectively organize and administer a variety of crime prevention and law enforcement activities; lead and manage the operations of any of the Sheriff's Office Divisions; demonstrate skill and understanding of leadership and public contact; plan, develop, monitor, and implement agency policy, resource allocation as well as short and/or long-term goals; exercise sound independent judgment; analyze situations and problems, collect and assess relevant data, identify and evaluate solutions, and effectively implement determined action; take immediate and appropriate decisive action as needed in stressful or crisis situations; consistently meet deadlines; review, understand, interpret, and apply a wide variety of rules, procedures and information;

*“Abilities: (continued)”*

effectively utilize law enforcement equipment and maintain annual firearms certification; foster cooperation with citizens, other county departments, and outside agencies; prepare and present both written and oral reports in an organized manner; manage information including maintaining accurate and organized records; communicate effectively and appropriately both verbally and in writing; adapt to a variety of challenges situations and circumstances; deal effectively and courteously with associates and the general public; follow oral and written orders, instructions, present an overall professional image; perform effectively as a member of the management team in carrying out the sheriff’s office and counties stated mission and philosophy; perform the essential functions of the job without posing a direct threat to the health and safety of others.

**Supervisory Responsibilities:**

Supervises patrol division deputies, courthouse security deputies, part time deputies, crime suppression deputies and patrol supervisors which includes sergeants and lieutenant. Supervises the training unit that coordinates all training for Criminal Investigations, Patrol and Administration Divisions of the Sheriff’s Office. The training unit is responsible for full time and part time deputies along with basic training for new recruits and outside law enforcement officers that requests training.

**Education and/or Experience:**

Should have a least ten (10) years law enforcement experience with five (5) of those years in a supervisory position. Have completed the FBI National Academy or have an associate’s degree in criminal justice.

**Working Relationships:**

Effectively develop and maintain working relationships with county, city and state departments heads, quorum court members, outside law enforcement agencies and community leaders.

**Physical Demands:**

Frequently/Routinely

- Observes a variety of people, places, and situations and identifies required action.
- Performs bending, kneeling and reaching to both ground level and overhead.
- Must be able to hold and grip objects such as a firearm.
- Must have the ability to operate a computer keyboard, mouse and/or computer technology required for job assignment.

Occasionally/Periodically

- Lifts, carries, pushes or pulls up to fifty (50) pounds

**Work Environment:** Both indoor and outdoor working environments which may involve a variety of extreme weather conditions; possible exposure to disease; subject to life-threatening conditions and situations associated with law enforcement activities.

Approved by \_\_\_\_\_

Date \_\_\_\_\_

JESAP Grade Assignment: \_\_\_\_\_

Date \_\_\_\_\_

## Benton County

### Job Evaluation

#### JOB TITLE: Patrol Captain

Factor	Basis for Rating	Current Rating	Proposed Rating	Points
1	Experience: Minimum time to become familiar with requirements of the job.	10	12	167
2	Initiative & Integrity: Measure of ability to proceed alone, make decisions within authority, and ability to comprehend assignment.	6	7	65
3	Education: Preliminary formalized training or self-development expressed in terms of equivalent formal education.	4	4	45
4	Mental Demand: Measure of degree of concentration and sensory alertness.	4	5	70
5	Analytical Ability/Problem Solving: Opportunity to apply analytical ability and self-starting thinking	6	7	90
6	Responsibility for Work of Others – Supervision: appraises responsibility for work and direction of others.	7	8	177
7	Responsibility for Funds, Equipment, Property, Etc: Personal responsibility and accountability for receipt storage, issue, or use.	7	7	56
8	Responsibility for Accuracy: Opportunity for and probable effect of errors.	5	6	70
9	Accountabilities: Freedom to act, monetary impact, and impact on end results.	11	11	150
10	Contacts with Public: Responsibility for effective handling of contacts.	6	6	105
11	Contacts with Employees: Responsibility for effective handling of others.	5	6	60
12	Machine Operations	5	5	54
13	Working Conditions	5	6	30
14	Physical Demands	5	5	24
	<b>Points</b>	<b>1009</b>		<b>1115</b>
	<b>Benton county Salary Grade Level</b>	<b>17</b>		<b>20</b>

Signed: \_\_\_\_\_

Date: \_\_\_\_\_



## **BENTON COUNTY**

### **Job Description**

**Job Title: Captain – Administration**

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**Exempt:** Y  
**Date Approved:** October, 2011

**Department:** Office of the Sheriff  
**Supervisor:** Operations Commander

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#### **SUMMARY:**

The Captain-Administration Division is to ensure that all personnel under that command perform their duties in accordance to the Sheriff's Office Policies and procedures as well as all federal, state, and local laws. To maintain law and order in Benton County.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** Essential and other important responsibilities and duties may include, but are not limited to, the following:

1. Supervise all employees in the warrants/records, civil, transport, work detail, courthouse security, and clerical support staff.
2. Ensure that procedures and policies are followed and the performance of the staff and offices meet the expected standards.
3. Recommends, implements, reviews, and coordinates division's policies, procedures, goals, objectives, and general orders.
4. Reviews, evaluates, and assigns work activities, projects, and personnel.
5. Participates in developing, forecasting, implementing, and monitoring the division budget.
6. Confers with citizens and officials on law enforcement and community problems, attempting to resolve problems and recommend appropriate programs and activities.
7. Directs or coordinates the provision of various support services necessary to the operation of the division.
8. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; disciplining employees. Addressing complaints and resolving problems.
9. Prepares work schedules to meet manpower requirements coordinating days off for compensation time, sick days, and annual vacation or emergencies.
10. Supervises warrants/records and civil division to insure accurate handling of warrants/records and civil process to meet state and federal audit requirements.
11. Follows training requirements of his division and reviews requests for training.

12. Prepares, reviews, and analyzes reports, statistics, documents, data, and other information necessary to support planning and management.
13. Carries out supervisory responsibilities in accordance with the sheriff's office, county's policies and applicable laws.
14. Seeks out grant programs for the Sheriff's Office which includes writing, applying and managing these grants.
15. Ensures that various information is placed onto the Sheriff's Office website for the public to view.
16. Supervises and manages the agreement between the Sheriff's Office and the U.S. Army Corps of Engineers for extra patrol within the parks of Beaver Lake.
17. Attend Quorum Court meetings, if needed.
18. Any and all other dictates by the Sheriff.

### **QUALIFICATION REQUIREMENTS:**

The Captain – Administration must have extensive knowledge of criminal and civil laws and procedures.. In addition, the incumbent must have the ability to do multi-tasking. The requirements listed below are representative of the knowledge, skill, and/or abilities required.

### **EDUCATION AND/OR EXPERIENCE:**

High school diploma or GED plus seven years law enforcement experience with progressive administrative duties with a minimum of one year with this agency or a minimum of a bachelor degree with five years law enforcement experience with one year at this agency.

In addition, the incumbent must have completed the Arkansas Basic Training program at ALETA and have advanced supervision courses.

### **OTHER SKILLS AND ABILITIES:**

You must be able to prioritize and organize work in order to meet numerous deadlines. Must have the ability to mediate potentially difficult situations as they occur. Must have excellent communication skills to deal with the general public and employees.

Typical office machines, special skills with electronic and intelligence gathering equipment. Extraordinary skills with motor vehicles. Ability to maintain proficiency with weapons.

### **PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk or hear and use hands and fingers, handle, or feel objects/controls. The employee must occasionally stand, walk, sit, climb or balance, stoop, kneel, crouch, or crawl, reach with hands and arms, taste, and smell.

The employee must occasionally lift and/or move in excess of 100 pounds.

Specific vision abilities required by this job include close vision, color vision, depth perceptions, and the ability to adjust focus.

### **ADDITIONAL REQUIREMENTS:**

Prior to employment, the candidate must pass the physical, psychological and drug screen required by Arkansas Law Enforcement Standards which complies with and sets standards required by ADA.

## Benton County Job Evaluation

### JOB TITLE: **Captain - Administration**

Factor	Basis for Rating	Current Rating	Proposed Rating	Points
1	Experience: Minimum time to become familiar with requirements of the job.	10	12	167
2	Initiative & Integrity: Measure of ability to proceed alone, make decisions within authority, and ability to comprehend assignment.	6	7	65
3	Education: Preliminary formalized training or self-development expressed in terms of equivalent formal education.	4	5	57
4	Mental Demand: Measure of degree of concentration and sensory alertness.	4	5	70
5	Analytical Ability/Problem Solving: Opportunity to apply analytical ability and self-starting thinking	6	7	90
6	Responsibility for Work of Others – Supervision: appraises responsibility for work and direction of others.	7	8	177
7	Responsibility for Funds, Equipment, Property, Etc: Personal responsibility and accountability for receipt storage, issue, or use.	7	7	56
8	Responsibility for Accuracy: Opportunity for and probable effect of errors.	5	7	83
9	Accountabilities: Freedom to act, monetary impact, and impact on end results.	11	11	150
10	Contacts with Public: Responsibility for effective handling of contacts.	6	6	105
11	Contacts with Employees: Responsibility for effective handling of others.	5	6	60
12	Machine Operations	5	5	54
13	Working Conditions	5	4	13
14	Physical Demands	5	3	13
	<b>Points</b>	<b>1009</b>		<b>1160</b>
	<b>Benton county Salary Grade Level</b>	<b>17</b>		<b>20</b>

Signed: \_\_\_\_\_

Date: \_\_\_\_\_



## Benton County

Job Description

### Job Title: Patrol Lieutenant

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**Exempt (Y/N) :**

**Date Prepared:** 10/05/2011

**Department:** Sheriff

**Supervisor:** Field Captain

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#### Summary:

Serves as Supervisor to all members of the Field Division, acts as Division Commander in the absence of the Field Captain. Directly manages the Department budget and ensures all assigned employees operate within the established Policy and Procedures.

#### Essential Duties and Responsibilities:

- Assigns and maintains all County vehicles for the Field Division.
- Inspects all issued equipment and appearance of subordinates of the Field Division.
- Reviews Major cases and reports to ensure all information, facts and evidence are accurately obtained and recorded.
- Ensures the Division is operating in compliance with all applicable laws, policies and standards.
- Ensures that all Case evidence is properly handled and maintained according to current law and Division policy.
- Acts as Division Commander in the absence of the Field Captain.
- Plans, organizes, and manages various projects as assigned by any Commander or the Sheriff.
- Acts as Incident Commander of Law Enforcement situations that require sound independent judgment.
- Regularly evaluates subordinates performance and recommends training as necessary.
- Establishes and maintains cordial relations with all members of the general public
- Assists in the development and implementation of the Division Policy and Procedure manual.
- Assists in the selection of Deputy Sheriff Candidates for the Field Division.
- Maintains good working relationship with other Law Enforcement Agencies.
- Patrols assigned area and assists the Field Division with duties when necessary.
- Maintains Division records and prepares reports as requested by any Commander.
- Handles all personnel matters within the Field Division.
- Operates Department vehicle under both emergency and non emergency conditions.
- Researches and purchases new equipment for the Field Division, and ensures all purchases do not exceed budget limitations.
- Assist the Field Captain with the management of the Division budget



**Qualification Requirements:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Plan and organize law enforcement operations effectively, lead, manage and instruct work teams within the Division, react calmly under stress and exercise sound judgment and decisiveness. Analyze and objectively report events and situations, follow instructions, utilize computer hardware and software systems as required by job assignment, communicate effectively both verbally and in writing, perform effectively as a member of the management team in carrying out duties assigned to the Sheriff's Office. Deal effectively and courteously with associates and the general public, possess a strong work ethic, present an overall professional image, properly use and care for issued equipment within the scope of assigned duties, perform the essential functions of the job without posing a direct threat to the health and safety of others.

**Supervisory Responsibilities:**

- Directly supervise all Shift Sergeants and Employees within the Field Division.
- Prepare a work schedule for all Field Divisions and shifts to ensure equal coverage of all areas of the county at all times.
- Ensure that all reports accurate and complete.
- Respond any time to any situation where Supervisory assistance is needed.
- Present accurate reports of various information as requested by any member of the Command Staff.
- Issue and maintain all county equipment issued within the Field Division.
- Evaluate the performance of all employees within the Field Division.
- Plan, organize and manage any special project assigned by any member of the command staff.

**Education and/or Experience:**

- Five (5) years law enforcement experience, plus three (3) to five (5) of Supervisory experience as Sergeant.
- High School Diploma or equivalent. Must have completed Arkansas Basic Training at ALETA..

**Working Relationships:**

- Effectively develop and maintain working relationships with county, city and state departments heads, quorum court members, outside law enforcement agencies and community leaders.

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Walks, runs, jumps, twists, and climb due to incidents such as foot pursuits, searches, or manhunts.
- Ability to operate a computer keyboard, mouse or any computer equipment required.
- Perform bending, kneeling, squatting, and reaching to ground level or overhead.
- Lift, push, carry, or pull heavy objects as required by duty assignment.

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions.

- Both indoor and outdoor working environments which may involve a variety of extreme weather conditions, possible exposure to disease, subject to life threatening conditions and a variety of situations associated with Law Enforcement Duties.

**Approved by** \_\_\_\_\_

**Date** \_\_\_\_\_

**JESAP Grade Assignment:** \_\_\_\_\_

**Date** \_\_\_\_\_

**Benton County**  
Job Evaluation

**JOB TITLE: Field Lieutenant**

<b>Factor</b>	<b>Basis for Rating</b>	<b>Current Rating</b>	<b>Proposed Rating</b>	<b>Points</b>
1	Experience: Minimum time to become familiar with requirements of the job.	10	10	129
2	Initiative & Integrity: Measure of ability to proceed alone, make decisions within authority, and ability to comprehend assignment.	6	7	65
3	Education: Preliminary formalized training or self-development expressed in terms of equivalent formal education.	4	4	45
4	Mental Demand: Measure of degree of concentration and sensory alertness.	4	5	70
5	Analytical Ability/Problem Solving: Opportunity to apply analytical ability and self-starting thinking	6	6	70
6	Responsibility for Work of Others – Supervision: appraises responsibility for work and direction of others.	6	6	133
7	Responsibility for Funds, Equipment, Property, Etc: Personal responsibility and accountability for receipt storage, issue, or use.	6	6	48
8	Responsibility for Accuracy: Opportunity for and probable effect of errors.	5	6	70
9	Accountabilities: Freedom to act, monetary impact, and impact on end results.	10	10	130
10	Contacts with Public: Responsibility for effective handling of contacts.	6	6	105
11	Contacts with Employees: Responsibility for effective handling of others.	5	5	49
12	Machine Operations	5	5	54
13	Working Conditions	5	5	15
14	Physical Demands	5	5	24
	<b>Points</b>	<b>959</b>		<b>1007</b>
	<b>Benton county Salary Grade Level</b>	<b>16</b>		<b>17</b>

Signed: \_\_\_\_\_

Date: \_\_\_\_\_



## BENTON COUNTY Job Description

**JOB TITLE:** APPRAISER LEVEL IV/**SPECIAL PROJECTS**

**Exempt (Y/N):** N

**DEPARTMENT:** Assessor's Office

**DATE PREPARED:** September, 2011

**SUPERVISOR:** Supervisor -R.E.Appraisers

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## **SUMMARY:**

Model development for each of the three approaches to value. Utilizing ACD, Marshall Swift, and other cost manuals for replacement cost approach. Collect and categorize sales information from local sources for the market comparison approach. Organize and audit income and expense statements submitted by owners and or tenants, keep abreast of financial trends, for the income approach. **Gathers, analyzes, and interprets data in preparation for studies and reports as identified by the Assessor or other agencies. Applies statistical methodology to provide information for scientific research and statistical analysis.**

## **ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following:

1. **Ratio statistics i.e. price related differential, coefficient of dispersion, 95% confidence intervals, scatter graphs in regards to doing market sales analysis for time adjustments to reflect current market values for all parcels both vacant and improved properties.**
2. **Keeping all of the Tax Increment Financing (TIF) contributions for all school districts and all entities involved each year as the millage increases or decreases. This has to be allocated for each parcel throughout the boundaries of the TIF district.**
3. Develop values based on models and available data, coordinate value indications with other Level IV appraisers (area leaders). Work with other appraisers on joint projects and assist them with using income models. **Assists in defining market areas and neighborhoods for reappraisal projects.**
4. Site inspection of each property, conducting an interview with the owner/occupant, measuring, sketching, coding all land and building characteristics, notation of any situation that might be pertinent to the appraisal or assessment in the prescribed manner on the record form.
5. All functions listed for lower level appraisers.
6. All associated duties of the appraisal staff, general office procedures, using CAMA systems, Apex sketching and other computer programs.
7. Generate survey forms for personal interviews and mail. Compile data files of completed surveys.

8. Respond to inquiries from property owners, other government offices, and private agencies. Good written and verbal communication skills needed to provide those responses.
9. Represent the Assessor in the informal review process, Equalization Board hearings, County and Circuit Court proceedings. The collection and presentation of supporting documents for those appeals.
10. Duties will include appraisals of residential and/or commercial (income producing) property.
11. Process all exemption applications for both real/personal property.
12. Assist with the training of other staff members and any duty requested or assigned by the Supervisor or Assessor.
13. Be able to assist in Geographic Information Systems (GIS) analysis with computer mapping for Soil Codes and values attributable to this analysis.
14. To establish land values and market adjustment factors, and to make suggestions regarding quality control for the 3 year county-wide Reappraisal cycle.
12. Assist the Project Manager in special assignments such as: gathering local market rents, expense and vacancy rates etc. Keep abreast of current market conditions and the status of capitalization rates for investment properties.

#### **SUPERVISORY REQUIREMENTS:**

In summary, your duties would be to assist the lower level appraisers in all aspects of mass appraisal.

#### **QUALIFICATION REQUIREMENTS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Continuing education of thirty (30) hours every three- (3) years is required to maintain this position.

#### **COMPETENCIES:**

**Analytical** - Synthesizes complex or diverse information; Collects and researches data; Designs work flows and procedures.

**Design** - Demonstrates attention to detail.

#### **EDUCATION and/or EXPERIENCE:**

Education required is a high school diploma (or equivalent), ACD Courses A, B, and C, IAAO Course 101, 102, 201, 300 series, Marshall and Swift Cost Workshop and 2 4 years of Real property mass appraisal experience is required. **A college degree in a related field is preferred.**

## **OTHER SKILLS and ABILITIES:**

Ability to supervise the work of others, maintain expected production levels. All skills and abilities as listed for lower level appraisers. Be able to remain professional when confronted by hostile/unruly individuals on a regular basis.

### **Reading and Communication Skills**

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

### **Mathematical Skills**

Ability to apply advanced mathematical concepts such as exponents, logarithms, quadratic equations, and permutations. Ability to apply mathematical operations to such tasks as frequency distribution, determination of test reliability and validity, analysis of variance, correlation techniques, sampling theory, and factor analysis.

## **PHYSICAL DEMANDS:**

Be able to operate two or four-wheel drive motor vehicles in poor/slick/rainy road conditions. Be physically able to travel by foot across all types of terrain found in Benton County. Be able to stand, walk, sit, talk and hear, use hands and feel, climb, balance, stoop, bend and reach, throughout the day. Perform other physical movements necessary to pick-up boxes of paper/forms and move as required.

## **WORK ENVIRONMENT**

Majority of the time is spent working in outdoor weather conditions. May encounter wet conditions, fumes, chemicals, moving mechanical parts, high precarious places, and other hazards when making site visits. Regularly encounter road conditions that cause vehicle vibration. There is no "typical" noise level as it changes from quiet to very loud depending on the property. Specific vision abilities required by this position include close distance vision and the ability to adjust focus, color vision, peripheral vision, and depth perception.

Approved by: \_\_\_\_\_  
Elected Official's Signature

Date: \_\_\_\_\_

JESAP Grade Assignment \_\_\_\_\_

Date:

**Benton County**  
Job Evaluation

**JOB TITLE: Appraiser Level IV/Special Projects**

<b>Factor</b>	<b>Basis for Rating</b>	<b>Current Rating</b>	<b>Proposed Rating</b>	<b>Points</b>
1	Experience: Minimum time to become familiar with requirements of the job.	8	8	91
2	Initiative & Integrity: Measure of ability to proceed alone, make decisions within authority, and ability to comprehend assignment.	6	7	65
3	Education: Preliminary formalized training or self-development expressed in terms of equivalent formal education.	4	5	57
4	Mental Demand: Measure of degree of concentration and sensory alertness.	4	4	49
5	Analytical Ability/Problem Solving: Opportunity to apply analytical ability and self-starting thinking	6	7	90
6	Responsibility for Work of Others – Supervision: appraises responsibility for work and direction of others.	2	2	33
7	Responsibility for Funds, Equipment, Property, Etc: Personal responsibility and accountability for receipt storage, issue, or use.	9	9	72
8	Responsibility for Accuracy: Opportunity for and probable effect of errors.	5	6	70
9	Accountabilities: Freedom to act, monetary impact, and impact on end results.	9	9	110
10	Contacts with Public: Responsibility for effective handling of contacts.	5	5	80
11	Contacts with Employees: Responsibility for effective handling of others.	5	5	49
12	Machine Operations	4	4	38
13	Working Conditions	2	3	9
14	Physical Demands	2	2	8
	<b>Points</b>	<b>758</b>		<b>821</b>
	<b>Benton county Salary Grade Level</b>	<b>12</b>		<b>13</b>

Signed: \_\_\_\_\_

Date: \_\_\_\_\_



## BENTON COUNTY Job Description

JOB TITLE: ~~ASSISTANT TO PROJECT MANAGER~~ **CAMA/Special Projects Coordinator**

Exempt (Y/N): No

DEPARTMENT: Assessor's Office

DATE PREPARED: September, 2011

SUPERVISOR: Project Manager

### SUMMARY:

To assist the Appraisal Supervisor/Project Manager in the state mandated reappraisal of all real estate property records in Benton County. To perform the duties in a manner that complies with the Arkansas Constitution, legislative acts, statutory requirements, Assessment Coordination Department rules and directives, and the policies of the Benton County Assessor. **Conducts research using existing database and formulates reports as requested by the public, other state agencies, and/or the staff of the Assessor's Office.**

### ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

- 1. Coordinates with computer programmers and support personnel to resolve issues, complete special projects, and implement new software programs and/or enhancements.**
- ~~2. Receive, enter and~~ **Running** daily reports from each field team/person and each CAMA operator. ~~Chart improvements by parcel type and classification for a weekly report to the Project Manager.~~
- ~~3. Process monthly reports to ACD which are required in order for Benton County to receive reimbursement payments.~~
- ~~2. Recording use of vehicles by field persons, tracking mileage and gas expenses, and keeping a service record of expenses for the Assessor's vehicles.~~
- ~~3. Acquire and record building permits from each city and/or rural area to be matched and entered to the correct parcel for field checks.~~
- 3. Managing the CAMA departments annual maintenance cycle which requires data entry, valuation processes, histories including: new construction, additions and deletions identified by the appraisers.**
- 4. Managing the flow of work through the CAMA department which requires which includes: data entry and valuation processes for each five-year reappraisal cycles. Maintaining a high level of accuracy and meeting all deadlines is essential**
- ~~5. Assist the appraisers by creating and formatting spread sheet displays and importing sales reports into them by groups (market areas, geographical, neighborhood, subdivision, section etc.) as needed for their analysis in determining value.~~



6. Maintaining updates ~~to records and running reports~~ on parcels per market area, neighborhood and geographic areas to assist the Appraisal Department when doing field work in these areas.
7. ~~Updating land values, factors and assessment histories using the Mass Update program.~~
7. Coordinates the ~~preparation and~~ entry of the Board of Equalization decisions. ~~appointments by compiling information for the board members,~~ this includes sitting in on appointments to assist with value changes, making final BOE changes in CAMA records, and completing all documentation for the County Clerk's office.
8. Be knowledgeable and skilled in all the same aspects as the Quality Assurance Technicians (i.e., Apex sketching, CAMA system, Excel, Word, A79/Homestead and other legislative acts.)
9. Work with other departments within the Assessor's office in implementing, changing and/or creating guidelines as pertains to various programs to insure the best product for all areas and aspects of the valuation process. Updating Quality Assurance Technicians on all such guidelines.
10. Special assignment requests from the Project Manager, Assessor, and Administrative Assistant.
11. Assist Project Manager with payroll for all staff within the appraisal dept.
12. Request supplies as needed for daily operations of the appraisal dept.
13. Coordinates the printing of new cards as pertains to reappraisal, maintenance, and other value changes.
14. Perform quality control audits in relation to any value changes.
15. Maintaining and updating information used ~~between the DOS and~~ in the WinCama programs.
16. Attend regularly scheduled staff meetings to apprise the Assessor of current or anticipated situations and/or problems; make recommendations for possible solutions.
17. Prepares and sends all correspondences pertaining to locked gates.
18. Prepares abstracts when needed

## **SUPERVISORY REQUIREMENTS:**

Hire, Train, schedule, coordinate and supervise ~~not less than~~ 5 full-time Deputies Level I, II and III assigned to the appraisal department for expertise in the areas of computer assisted drawing,

CAMA, and appraisal quality assurance. Responsible for attendance records, performance reviews, disciplinary actions, and recommendations to Project Manager for terminations.

### **QUALIFICATION REQUIREMENTS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. ~~Continuing education of thirty (30) hours every three (3) years is required to maintain this position.~~

### **EDUCATION and/or EXPERIENCE:**

High school diploma or equivalent, courses in computer use and keyboarding are required. Additionally, effective communication skills (including spelling and grammar), good math skills, real estate and legal secretary courses, geography. Must have an excellent understanding of Microsoft Word, Excel and Outlook. A minimum of 3 years experience in the Assessor's office working with the CAMA system and one year experience working with the APEX sketch program. ~~Required to complete special training for ACD certification.~~

Number of years of similar experience and skills that can be substituted for education requirements is 4 years.

### **OTHER SKILLS and ABILITIES:**

Ability to work without constant direct supervision and able to prioritize or organize work in order to meet numerous deadlines. Take instruction and direction with flexibility, willingness to be a team member and support fellow employees. Represent the Assessor and County in a professional, respectable manner at all times. Perform general office procedures and operate office equipment (i.e., computers, printers, calculator, copiers, fax, and telephone), maintain data in computer systems.

### **PHYSICAL DEMANDS:**

Be able to stand, walk, sit, talk and hear, use hands and feel, climb, balance, stoop, bend and reach, throughout the day. Perform other physical movements necessary to pick-up boxes of paper/forms and move as required.

### **WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential function of this job. The noise level in the typical work environment is moderate to noisy.

Ability to work and concentrate in a busy, active environment; maintain multi-task assignments accurately, take instruction and direction with flexibility; meticulous keyboarding skills; ability to sit for long periods; willingness to be a team member and support fellow employees.

Approved by: \_\_\_\_\_  
Elected Official's Signature

Date: \_\_\_\_\_

JESAP Grade Assignment \_\_\_\_\_

Date:

**Benton County**  
Job Evaluation

**JOB TITLE: CAMA/Special Projects Coordinator**

<b>Factor</b>	<b>Basis for Rating</b>	<b>Current Rating</b>	<b>Proposed Rating</b>	<b>Points</b>
1	Experience: Minimum time to become familiar with requirements of the job.	6	6	62
2	Initiative & Integrity: Measure of ability to proceed alone, make decisions within authority, and ability to comprehend assignment.	4	4	29
3	Education: Preliminary formalized training or self-development expressed in terms of equivalent formal education.	3	3	32
4	Mental Demand: Measure of degree of concentration and sensory alertness.	3	4	49
5	Analytical Ability/Problem Solving: Opportunity to apply analytical ability and self-starting thinking	4	5	50
6	Responsibility for Work of Others – Supervision: appraises responsibility for work and direction of others.	0	1	10
7	Responsibility for Funds, Equipment, Property, Etc: Personal responsibility and accountability for receipt storage, issue, or use.	6	6	48
8	Responsibility for Accuracy: Opportunity for and probable effect of errors.	3	4	44
9	Accountabilities: Freedom to act, monetary impact, and impact on end results.	8	8	90
10	Contacts with Public: Responsibility for effective handling of contacts.	5	6	105
11	Contacts with Employees: Responsibility for effective handling of others.	3	4	38
12	Machine Operations	4	4	38
13	Working Conditions	3	3	9
14	Physical Demands	2	2	8
	<b>Points</b>	<b>555</b>		<b>612</b>
	<b>Benton county Salary Grade Level</b>	<b>8</b>		<b>9</b>

Signed: \_\_\_\_\_

Date: \_\_\_\_\_



## BENTON COUNTY

### Job Description

#### JOB TITLE: COURT ORDERS CLERK/LEGAL SECRETARY

Exempt (Y/N): No

DATE PREPARED: April 2000

September, 2011

DEPARTMENT: Juvenile Probation Office

SUPERVISOR: ~~Petie Cobb~~

Juvenile Intake Officer Supervisor

**SUMMARY:** All duties for this position must be done in a confidential manner pursuant to AR Code Annotated 9-27-309. Responsible for preparation of all court orders for Circuit/Chancery Court. Provides clerical support for the Juvenile Probation Office and acts as a receptionist and answers six-line telephone system for the department. Ensure that all office functions are performed efficiently and in a professional and timely manner to maintain office continuity.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties maybe assigned.

1. Process all information (police reports, FINS affidavits, mail, etc.) Make files, enter information into the database and distribute to other personnel in a timely manner.
2. Prepare a minimum of ~~400~~ 250 to 300 Juvenile Probation Court orders per month in a legal, accurate manner, Process and track the Court orders. Upon obtaining the Court's signature, to include filing the documents with the Circuit Clerk's Office and copying and distributing 5 to 10 copies to all parties involved in each case, from parents and attorneys to school officials and other agencies.
3. Screen walk-ins and answer telephone for appropriate in-office referrals and other agencies. Referrals may be made to sixteen staff in the office or outside agencies.
4. Ensure all summons with petitions attached are mailed certified to the correct parties, with proper notification time prior to Court hearings.
5. ~~Responsible for maintaining and submitting statistical information.~~ Ensure that all personal information and court activity on an average of 1,134 cases yearly is entered into the database in a timely manner for review and research purposes and compilation of statistical information.
6. Ability to format and prepare new forms and modify existing forms as the structure and needs of the office change. Assist Information Systems Department and Chief Probation Officer on more efficient databases and computer programs Knowledge of computer programs and be able to assist other personnel on these programs.
7. Perform secretarial duties which include word processing, data entry, photocopying, filing, prepare and send mails/correspondence, open/distribute mail, FAX documents, ~~search card files on history of juvenile~~, and make new files.
8. Maintain office supply inventory to ensure all necessary office supplies are on hand.
9. Maintain office equipment in working condition. Call for service and/or repair, as required.

~~10. File documentation of all dismissed cases. Destroy appropriate closed files when juvenile reaches 21st birthday.~~ **Purge files when the juvenile turns 18 to 21 years of ages to process for expungment purposes. Run ACIC reports, type court orders and process according to #1 above. Shred all files upon expungment.**

11. Conduct all liaison activities in a professional manner to ensure maximum cooperation between and among County and other agencies.
12. Ensure that all activities are professionally and ethically performed in accordance and within the law to protect the individual rights of all citizens in Benton County.
13. Ensure that all duties assigned are performed in an efficient and responsible manner according to office policy and procedures.
- ~~14. Proper handling of county equipment including computers, fax machine, copier, and telephone equipment. Responsible for postage including stamps and meter.~~

#### **QUALIFICATION REQUIREMENTS:**

This individual must have the ability to maintain confidentiality in juvenile matters. They must possess the ability to remain tactful and professional when dealing with the public and other agencies. Prioritize and perform many tasks at one time. Perform clerical duties including computer proficiency. Must be professional, have initiative, exceptional time management, organizational and decision making skills and work with moderate supervision.

**This individual must meet the qualifications to be certified to run ACIC reports. Must be a Notary Public.**

#### **EDUCATION and/or EXPERIENCE:**

Minimum of high school diploma or general education degree (GED) with some clerical/secretarial schooling and/or word processing training; and 2 years previous legal secretarial experience.

#### **OTHER SKILLS and ABILITIES:**

Must possess excellent communication skills, as frequent contact is required with the public and others. Must have excellent typing skills, computer skills, and general knowledge of operating various types of office equipment.

#### **PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, talk, hear, and use hand to finger, handle, or feel objects. The employee must occasionally walk, reach with hands and arms, and kneel or crouch. The employee must occasionally lift and/or move up to 10 pounds.

Specific vision abilities required by this job include the ability to adjust focus and close vision.

#### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

Approved by: \_\_\_\_\_  
Elected Official's Signature

Date: \_\_\_\_\_

JESAP Grade Assignment \_\_\_\_\_

Date:

**JOB TITLE: Court Orders Clerk/Legal Secretary**

<b>Factor</b>	<b>Basis for Rating</b>	<b>Current Rating</b>	<b>Proposed Rating</b>	<b>Points</b>
1	Experience: Minimum time to become familiar with requirements of the job.	3	5	52
2	Initiative & Integrity: Measure of ability to proceed alone, make decisions within authority, and ability to comprehend assignment.	4	4	29
3	Education: Preliminary formalized training or self-development expressed in terms of equivalent formal education.	3	4	45
4	Mental Demand: Measure of degree of concentration and sensory alertness.	3	3	28
5	Analytical Ability/Problem Solving: Opportunity to apply analytical ability and self-starting thinking	4	4	45
6	Responsibility for Work of Others – Supervision: appraises responsibility for work and direction of others.	0	0	0
7	Responsibility for Funds, Equipment, Property, Etc: Personal responsibility and accountability for receipt storage, issue, or use.	5	4	32
8	Responsibility for Accuracy: Opportunity for and probable effect of errors.	2	4	44
9	Accountabilities: Freedom to act, monetary impact, and impact on end results.	6	7	70
10	Contacts with Public: Responsibility for effective handling of contacts.	3	5	80
11	Contacts with Employees: Responsibility for effective handling of others.	2	4	38
12	Machine Operations	4	4	38
13	Working Conditions	1	1	2
14	Physical Demands	2	2	8
	<b>Points</b>	<b>472</b>		<b>511</b>
	<b>Benton county Salary Grade Level</b>	<b>6</b>		<b>7</b>

Signed: \_\_\_\_\_

Date: \_\_\_\_\_



## **Benton County**

### **Job Description**

### **Job Title-Jail Lieutenant**

---

Exempt: Y

Date Prepared : October, 2011

Department: Sheriff - Jail

Supervisor: Jail Captain

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#### **Summary:**

The Jail Lieutenant supervises one hundred seven (107) employees and is responsible for the daily operations of the jail. The Jail Lieutenant assists the Jail Captain in the overall operations of the jail and assumes responsibility of the entire Jail Facility during the absence of the Jail Captain.

**Essential Duties and responsibilities** include the following. Other duties may be assigned.

1. Manage and/or coordinate administrative functions, such as, training of personnel, jail investigations, internal investigations, inmate workers, food service, maintenance, and procurement of property, supplies, and equipment. Assist with the budget process and long range planning of the facility.
2. Conduct applicant interviews, assign applicant background investigations, participate in hiring of personnel. Assist in the decision process of promotions and disciplinary actions of personnel.
3. Assign personnel and prepare work schedules, inspect personnel and the facility to insure compliance with policies, standards and applicable laws. Review all deputies reports and inmate disciplinary reports for approval.
4. Conduct regular meetings with shift supervisors; attend Sheriff's Office command staff meetings, on call twenty-four hours for jail matters.
5. Attend seminars and training classes and do research to gain and/or maintain knowledge, implement the most modern methods of law enforcement practices and inmate management. Attend meetings to make presentations to the public and governing officials.
6. Address all other matters as needed or required.
7. Supervises all Detention Facility employees.

#### **Qualification Requirements**

To perform this job successfully an individual must be able to perform each essential duty satisfactorily. The employee meets the requirements of the Arkansas Commission on Law Enforcement Standards and Training, which include medical and psychological screening. The requirements listed below are representative of the knowledge, skill and/or ability required.

#### **Education and/or experience**



- Four-year college degree or minimum five years law enforcement background with High School diploma
- Completed the Law Enforcement Training Academy
- Commissioned by the Arkansas Commission on Law Enforcement Standards and Training
- Minimum of five (5) years experience in Law Enforcement Supervisory experience and training
- Complete the Arkansas Jail Standards training course Proficient in the use of firearms

#### **Other Skills and Abilities**

Excellent communication, supervisory and problem solving skills

#### **Essential Job Functions**

- Typical office machines
- Special skills with electronic and intelligence gathering equipment
- Supervisory, organizational, judgment decision making and communication skills
- Extra-ordinary skills with motor vehicles
- Ability to maintain proficiency with weapons

The duties of a deputy sheriff requires a higher than normal probability of physical injury or death.

#### **Work Environment**

While performing the duties of this job, the employee will occasionally encounter violent inmates requiring physical contact, use of force and/or restraint.

## Job Evaluation

### JOB TITLE: Jail Lieutenant

Factor	Basis for Rating	Current Rating	Proposed Rating	Points
1	Experience: Minimum time to become familiar with requirements of the job.	10	10	129
2	Initiative & Integrity: Measure of ability to proceed alone, make decisions within authority, and ability to comprehend assignment.	6	7	65
3	Education: Preliminary formalized training or self-development expressed in terms of equivalent formal education.	4	5	57
4	Mental Demand: Measure of degree of concentration and sensory alertness.	4	4	49
5	Analytical Ability/Problem Solving: Opportunity to apply analytical ability and self-starting thinking	6	6	70
6	Responsibility for Work of Others – Supervision: appraises responsibility for work and direction of others.	6	7	155
7	Responsibility for Funds, Equipment, Property, Etc: Personal responsibility and accountability for receipt storage, issue, or use.	6	6	48
8	Responsibility for Accuracy: Opportunity for and probable effect of errors.	5	6	70
9	Accountabilities: Freedom to act, monetary impact, and impact on end results.	10	10	130
10	Contacts with Public: Responsibility for effective handling of contacts.	6	6	105
11	Contacts with Employees: Responsibility for effective handling of others.	5	5	49
12	Machine Operations	5	5	54
13	Working Conditions	5	5	15
14	Physical Demands	5	5	24
	<b>Points</b>	<b>959</b>		<b>1020</b>
	<b>Benton county Salary Grade Level</b>	<b>16</b>		<b>17</b>

Signed: \_\_\_\_\_

Date: \_\_\_\_\_



## Benton County

### Job Description

### Job Title: Jail Captain

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**Exempt (Y/N) :** Y

**Date Prepared:** October, 2011

**Department:** Sheriff

**Supervisor:** Operations Commander/Major

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#### Summary:

The jail captain is responsible for the proper processing and treatment of all inmates through the development and monitoring of all procedures and processes, making sure all regulations, laws, and compliance issues are strictly adhered to. In addition, the captain is responsible for staffing, scheduling, hiring, firing, and training of all jail employees. This position assists in the development of the department budget and monitors expenditures to make sure expenses are in alignment with the budget.

**Essential Duties and Responsibilities:** include the following. Other duties may be assigned.

#### Qualification Requirements:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The Captain is a command position serving as a division commander and reports directly to the operations commander.

- Insures that the jail facility is in compliance with all applicable state and federal laws, jail standards and office policy.
- Responsible for the overall operations and all matters associated with the Benton County Jail Facility including the lawful housing of inmates with a possible count in excess of 600.
- Responsible for the inspection and maintenance of thirteen (13) vehicles for his/her division.
- Responsible for being on-call twenty-four (24) hours a day, seven (7) days a week excluding vacations.
- Speak to local groups and court members on jail related issues and provide for tours of the county jail facility.
- Assess manpower requirements of his/her division and present additional requests for manpower to the court if a change is needed.
- Follows training requirements of his/her division and effects requests for training compliance.
- Provides for the inspection and maintenance of the facility including making arrangements for necessary repair.
- Provide for the upkeep and security of the outside premises surrounding the facility

- Prepares all reports required of his/her division.
- **Responsible for coordinating efforts of recruiting, hiring and retaining of personnel.**
- Provides for the movement of inmates as required by juvenile, district, circuit and federal judges.
- Provides for transportation between county facilities, juvenile facilities, Arkansas Department of Corrections, and Federal housing facilities while maintaining a current knowledge of proper prisoner transportation handling procedures.
- Insures that the civil rights of all inmates are adhered to as required by federal statutes.
- Prepare special reports, conduct jail inspections, and testify in court on jail matters.
- Cause the preparation of the yearly budget in excess of **\$8,000,000** and insure the proper distribution of funds accordingly.
- Writing new jail policies if required by law and as directed by the sheriff.
- Insure that all contacts with the sheriff's office are treated fairly, courteously, and in accordance with federal and state laws and that accurate information is provided to any office contact.
- Receive advanced training in the areas of law enforcement, court's system, warrants, and jail operations.
- **Frequently communicates with District and Circuit Judges, and the Prosecuting Attorney's office in regards to prisoners who pose excessive financial and liability risks due to their medical condition. (For example: HIV/AIDS patients, dialysis patients.)**
- Responsible for making the sheriff aware of all potential liability issues that may arise within the jail.
- Receive training in physical restraint procedures and insure that employees follow those procedures.
- **Receive training and exposure to pepper spray and the Taser.**
- Answer any and all complaints pertaining to jail related issues from inmates and citizens.
- Schedules work shifts with emphasis on coordinating days off for compensation time, sick days, and annual vacation or emergencies.
- Responsible for long range planning of the jail facility.
- Insure that the jail facility functions in accord with the other divisions within the Sheriff's Office.
- Responsible for maintaining records on lawsuits filed against the county jail and all proceedings related to each lawsuit.
- Responsible for the monthly billing process for local, state, and federal agencies for the housing of inmates at the Benton County Jail in excess of **\$1,500,000** yearly.
- Responsible for overseeing the inmate work detail program and the jobs associated with the program.
- Prepare and keep records dealing with Social Security and State Criminal Alien Assistance programs.
- Maintain and update inmate telephone monitoring system.
- Maintain and keep records on inmate work release fees collected as outlined by county ordinance.
- Responsible for making sure that proper medical staff is employed and that directions from the medical staff regarding inmate care are followed properly.

- Responsible for making sure that the kitchen staff prepares proper nutritional meals for inmates as outlined and directed by a registered dietitian.
- Responsible for maintaining all contracts/agreements with the jail facility and insuring that they are up to date and being followed as outlined.
- Any and all other dictates prescribed by the sheriff.

#### **Supervisory Responsibilities:**

- Responsible for supervision, training, and development of 125 employees.
- Oversees the entire application process for new hires and presents new hire recommendations to the Sheriff.
- Oversees disciplinary process on all jail employees. Will also make recommendations to the Sheriff for disciplinary actions of suspensions and terminations if the need arises.
- Insures supervisors are properly documenting employee disciplinary actions.
- Acts as direct supervisor for the nursing staff and jail physician.
- Acts as direct supervisor for the maintenance staff.

#### **Education and/or Experience:**

- Must possess a 4 year degree or have 10 years law enforcement experience.
- Must be experienced in criminal investigations, evidence gathering procedures, and interview and interrogations skills.
- Must be an Arkansas certified Law enforcement instructor.
- Special skills with electronic and intelligence gathering equipment
- 3 years prior law enforcement supervisory experience.
- Extra-ordinary skills with a motor vehicle.
- Proficient in Microsoft office software operations.
- Proficient with an array of lethal and non-lethal weapons.

**Working Relationships:** The Jail Captain will be required to maintain a working relationship with county and municipal elected officials, municipal police chiefs, district and circuit judges, the prosecuting attorney's office, the public defender's office, probation and parole office, attorneys, members of the media, bail bondsman, private contractors, and the Department of Corrections.

**Physical Demands:** The Jail Captain will be exposed to long periods on their feet. They will be required to walk, climb stairs, and climb ladders. They also must be physically able to defend themselves in a confrontation.

**Work Environment:** The duties of the Jail Captain hold a higher than normal probability of physical injury or death.

Approved by \_\_\_\_\_

Date \_\_\_\_\_

JESAP Grade Assignment: \_\_\_\_\_

Date \_\_\_\_\_

## Benton County Job Evaluation

**JOB TITLE: Jail Captain**

Factor	Basis for Rating	Current Rating	Proposed Rating	Points
1	Experience: Minimum time to become familiar with requirements of the job.	10	12	167
2	Initiative & Integrity: Measure of ability to proceed alone, make decisions within authority, and ability to comprehend assignment.	7	7	65
3	Education: Preliminary formalized training or self-development expressed in terms of equivalent formal education.	5	5	57
4	Mental Demand: Measure of degree of concentration and sensory alertness.	5	5	70
5	Analytical Ability/Problem Solving: Opportunity to apply analytical ability and self-starting thinking	7	7	90
6	Responsibility for Work of Others – Supervision: appraises responsibility for work and direction of others.	7	8	177
7	Responsibility for Funds, Equipment, Property, Etc: Personal responsibility and accountability for receipt storage, issue, or use.	7	7	56
8	Responsibility for Accuracy: Opportunity for and probable effect of errors.	6	7	83
9	Accountabilities: Freedom to act, monetary impact, and impact on end results.	10	11	150
10	Contacts with Public: Responsibility for effective handling of contacts.	6	6	105
11	Contacts with Employees: Responsibility for effective handling of others.	5	6	60
12	Machine Operations	4	4	54
13	Working Conditions	4	4	13
14	Physical Demands	3	3	13
	<b>Points</b>	<b>1035</b>		<b>1160</b>
	<b>Benton county Salary Grade Level</b>	<b>17</b>		<b>20</b>

**Signed:** \_\_\_\_\_

**Date:** \_\_\_\_\_



## Benton County

Job Description

### Job Title: Director of Road/Bridge Construction and Maintenance

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**Exempt (Y/N) :** Y

**Date Prepared:** September, 2011

**Department:** Road Department

**Supervisor:** County Judge

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#### Summary:

The Director of Road/Bridge Construction and Maintenance is responsible for the overall operations of the Benton County Road Department including the development of plans; staffing; training; budgets; quality control in construction and maintenance of all County-owned roads; purchasing of materials and equipment; and working with the County Administration to ensure that all county roads reflect the efficient and effective investment of the taxpayer's dollars.

**Essential Duties and Responsibilities:** include the following. Other duties may be assigned.

1. Works with County Judge, Quorum Court, and administrative team to develop, implement, and manage the County's road and bridge maintenance plan.
2. Prepares and monitors the department's budget.
3. Works with County Judge, Quorum Court, and administrative team to develop, implement, and manage the County's long-range road and bridge construction plan.
4. Works with contractors, engineers, and subcontractors in the development of plans for road/bridge construction and/or improvements.
5. Supervises subordinate personnel, makes recommendations on evaluation, hiring and terminating of employees in the department;
6. Plans, prioritizes, schedules, and supervises department projects and maintenance;
7. Oversees the inspection of conditions pertaining to roads, bridges, etc.;
8. Supervises the Fleet Manager and the development of an equipment maintenance and replacement plan;
9. Works with the Fleet Manager to make sure all safety and compliance training is being met.
10. Makes regular reports/updates to the Quorum Court and its committees as to the identification of future projects and progress on existing projects
11. Communicates with the public to resolve complaints, gain support for projects, and to evaluate the effectiveness of all county road initiatives.

**Qualification Requirements:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. **Technical Skills:** Thorough knowledge of construction and maintenance techniques and materials. Thorough knowledge of safety standards. Thorough knowledge of federal, state and county laws and ordinances related to road and bridge maintenance. Working knowledge of hazardous materials. Good oral and written communication, interpersonal and customer service skills. Good mathematical and organizational skills. The ability to operate all department equipment. The ability to read and understand diagrams and blueprints.
2. **Financial Accountability:** Employee is responsible for budgetary control of department and participates in the annual department budget process.
3. **Personal Relations:** Employee has continual contact with county employees within administration, from other departments and the general public. Ability to establish and maintain effective working relationships with other departments, subordinates, and shall relate to the public in a positive manner.
4. **Mental Requirements:** Ability to read and comprehend county, state and federal regulations; to read and comprehend technical/mechanical manuals; to work on or supervise several projects at once; to prioritize work; to train and guide others; to analyze safety situations; to access situations and make recommendations; to maintain effective working relationships with other personnel, subordinates and the public, to work without immediate supervision; to quickly develop an action plan; to remain calm under stress and anger, to disseminate intelligence and other information with and between department personnel; and to adapt to different people, behavior and circumstances.

**Supervisory Responsibilities:**

This position is responsible for the direct supervision of the manager of road/bridge administration, road/bridge superintendents, and indirect supervision of all other road department staff.

**Education and/or Experience:**

This position requires a bachelor's degree in construction management or civil/structural engineering and a minimum of five years of experience in road/bridge construction project management. In lieu of the education requirement, candidates may be considered if they have a minimum of fifteen years experience, seven of which were served at the management level, in the road and bridge construction industry.

**Working Relationships:**

Must be able to establish strong working relationships with the elected officials, justice of the peace, contractors and subcontractors, various local, state, and federal agencies who regulate the construction process. Will also work closely with the comptroller and grants administrator when dealing with funding of projects and budget reporting.

**Physical Demands:**



The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Employee must be physically able to regularly lift and/or move up to 50 pounds and occasionally lift and/or move up to 75 pounds. Bending, excessive walking and the ability to operate departmental equipment is required in this position. Ability to communicate effectively in person, on the radio or telephone; to make and receive phone calls; to travel and tour county roads and bridges; to operate county vehicles; exposure to environmental conditions; exposure to vehicle fumes and noise; and the ability to operate motorized county vehicle and equipment.

### **Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions.

Adverse weather conditions and traffic are factors in this position when supervising and inspecting projects. The employee regularly works with or near moving mechanical equipment and is frequently exposed to fumes or airborne particles and toxic or caustic chemicals. The employee occasionally works in high, precarious places. The employee is occasionally subject to noise in the work environment. The noise level in the typical work environment is moderate. The director is on call 7 days a week, 24 hours a day.

### **Recommended Professional Range:**

**Min**    46,667  
**Mid**    58,018  
**Max**    70,542

**Approved by** \_\_\_\_\_

**Date** \_\_\_\_\_

**JESAP Grade Assignment:** \_\_\_\_\_

**Date** \_\_\_\_\_



## Benton County

Job Description

### Job Title: Manager of Road/Bridge Administration

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**Exempt (Y/N) :** Y  
**Date Prepared:** 9/16/11

**Department:** Road Department  
**Supervisor:** Director of Road/Bridge  
Construction and Maintenance

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#### Summary:

The Manager of Road/Bridge Administration is responsible for the development, processing, and presentation of all data, reports, general information necessary to effectively operate the Benton County Road Department. In addition this position will be responsible for compliance issues and obtaining the necessary right-of-ways/easements for all County road/bridge projects. This position reports directly to the Director of Road/Bridge Construction and Maintenance.

**Essential Duties and Responsibilities:** include the following. Other duties may be assigned.

1. Compiles project cost reports;
2. Maintains records of department operational activities;
3. Oversees the documentation process for all work orders
4. Works with County Grant's Administrator in preparing grant applications and the maintaining of required data to support the grant, once received.
5. Monitors all budget expenditures and works closely with the comptroller and accounting manager to keep apprised of current and future financial needs.
6. Prepares reports, for the Quorum Court and its committees, showing project progress and project cost projections.
7. Supervises all office staff, including recommendations for hiring, evaluations, and terminations. In addition, this position is responsible for allocating workload and making sure information/data is being handled properly and in a timely manner.
8. Contacts property owners to gain approvals for right-of-ways/easements.
9. Assists in preparing bid proposals and subcontractor agreements.
10. Reviews and records all change orders and makes recommendations to the Director.

## **Qualification Requirements:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. **Technical Skills:** Thorough knowledge of construction and maintenance techniques and materials. Thorough knowledge of safety standards. Thorough knowledge of federal, state and county laws and ordinances related to road and bridge maintenance. Working knowledge of hazardous materials. Good oral and written communication, interpersonal and customer service skills. Good mathematical and organizational skills. The ability to operate all department equipment. The ability to read and understand diagrams and blueprints.
2. **Problem Solving:** Extensive problem solving exists in this position. Problems include handling employee and citizen concerns and complaints and the ability to troubleshoot problems and develop the most appropriate solution.
3. **Decision-Making:** Extensive decision-making exists in this position. Decisions include prioritizing work assignments and projects and what type of standards to use and implement.
4. **Mental Requirements:** Ability to read and comprehend county, state and federal regulations; to read and comprehend technical/mechanical manuals; to work on or supervise several projects at once; to prioritize work; to train and guide others; to analyze safety situations; to access situations and make recommendations; to maintain effective working relationships with other personnel, subordinates and the public, to work without immediate supervision; to quickly develop an action plan; to remain calm under stress and anger, to disseminate intelligence and other information with and between department personnel; and to adapt to different people, behavior and circumstances.

## **Supervisory Responsibilities:**

The manager is directly responsible for the supervision of three or more clerical positions. This includes the daily monitoring of assignments and quality of work, making recommendations for hiring, promotions, evaluation, and terminations.

## **Education and/or Experience:**

This position requires a bachelor's degree in construction management or related business field and a minimum of three years of experience in construction project management/estimating. In lieu of the education requirement, candidates may be considered if they have a minimum of seven years experience in road/bridge construction management or financial management.

## **Working Relationships:**

The manager must be able to establish professional working relationships with elected officials, department heads, state and federal agency staff, and with the employees of the road department. It is also essential that the manager is able to quickly establish a mutually beneficial relationship with the area taxpayers/landowners when they are involved with the establishments of easements for road/bridge construction.

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee must occasionally lift and/or move up to 50 pounds. Also required to climb up and down ladders to access records or files. The employee is regularly required to sit, reach with hands and arms, use hand to handle or feel objects/controls. The employee must be able to talk clearly and listen intently. There are times the employee must stand for long periods of time, walk or climb stairs. Specific vision abilities required in this position include close and distance vision and the ability to focus.

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions.

The noise level in the work environment is usually moderate. There will be frequent travel to and from remote county offices.

**Recommended Professional Range:**

**Min**    38,779  
**Mid**    59,378  
**Max**    59,977

**Approved by** \_\_\_\_\_

**Date** \_\_\_\_\_

**JESAP Grade Assignment:** \_\_\_\_\_

**Date** \_\_\_\_\_